



Type: guide	Northumbria Blood Bikes: Auxiliary Role Description - Uniform Assistant		
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Approved:		By:	Executive Committee
Doc Ref	AUX2104	Version	Draft

A. Why do we need this guide

This document sets out the roles and responsibilities of the Uniform Assistant.

B. Who is responsible for this guide

The Rota Manager of the group is responsible for the maintenance of this guide.

The Executive Committee is responsible for approving this guide.

All members of NBB Committee and any holder of the Uniform Assistant role should be familiar with the information in this guide.

C. When will this guide be reviewed

The guide will be reviewed a maximum of two years following its approval.

D. How will changes be notified

The latest version of the guide will be made available via the members' library on the group website. New versions will be announced via email to all members of the executive committee and holders of the Uniform Assistant.

1. Aims of the Role

- 1.1.** The Uniform Assistant will assist the Rota Manager by issuing uniforms and NEAS keys to new and existing members.

2. Who does this role report to

- 2.1.** The role reports to the Rota Manager.
- 2.2.** The Uniform Assistant will need to liaise with other members of the committee as deemed necessary to carry out the role effectively.

3. Responsibilities and Duties of the role

3.1. The Uniform Assistant will

- 3.1.1.** Will be notified via e-mail from the rota manager of any newly qualified member ready to collect items of uniform
- 3.1.2.** Contact the new member to arrange a mutually convenient time for collection.
- 3.1.3.** Collect and record deposits and payments for uniforms and NEAS keys. Submitting a spreadsheet and monies collected on a monthly basis to Rota Manager.
- 3.1.4.** Keep a log of which member has which NEAS key number
- 3.1.5.** Explain and demonstrate the OLRs and encourage the member to book a shift during the demonstration.
- 3.1.6.** Supply the member with the relevant items of uniform required for the role.
- 3.1.7.** Maintain accurate and up to date records of all stock levels
- 3.1.8.** Enter all relevant details in "members Milestones"
- 3.1.9.** Encourage the member to participate in fundraising, talks and controlling.
- 3.1.10.** Meet with the Rota Manager monthly to finalise months figures and balance spreadsheet
- 3.1.11.** Meet with the Rota Manager earlier than 3.1.10 when the collected monies is greater than £500
- 3.1.12.** Liaise with rota manager regarding the integrity of the service and adherence.

4. IT System Requirements

4.1. This role requires additional access to ICT systems beyond those of a normal member

4.1.1. Additional requirements for website access:

- This role does not require access to the mail to all facility
- This role does not need to create website pages
- This role will require access to enter member milestones

4.1.2. Additional requirements for OLRs access:

- This role does not require additional access to OLRs

4.1.3. This role has Additional requirements for Email access:

- This role does require a personal NBB email address
- This role does require a role-based email address-
uniformassistant@northumbriabloodbikes.org

4.1.4. Additional requirements for Slack:

- This role requires a restricted Slack account
- This role does require access to the Uniforms channel

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Version Control and History

Date	Version	Author:	Reason for Change
	1.0	Steve Rawlings	Draft