



INFORMATION PACK

Expressions of interest
for the role of:

**Chancellor,
St John Ambulance
Australia**

EXPRESSIONS OF INTEREST FOR THE ROLE OF CHANCELLOR, ST JOHN AMBULANCE AUSTRALIA

In June 2019, Professor Mark Compton AM GCStJ will have completed two trienniums as Chancellor with St John Ambulance Australia. His recent appointment as Lord Prior-designate of St John International has created a vacancy for the position of Chancellor for the Priory in Australia.

Expressions of interest are invited for the position of Chancellor for the triennial period June 2019 to June 2022.

THE POSITION (IN BRIEF)

The Chancellor is a Director and Chair of the National Board of Directors of St John Ambulance Australia Inc. In addition, the Chancellor will be a member of the Federal Council. Further details about St John Ambulance Australia are provided in this information pack.

The Chancellor is also a member of the Grand Council of the Order of St John, the worldwide body of St John organisations. As a member of Grand Council, the Chancellor contributes to the development of the Order of St John.

This is a volunteer position as no remuneration is payable to any member of the Board of Directors. St John pays all expenses associated with the position.

The position is for an initial period of three years with the potential for two further terms, each of three years. Any additional terms are separately approved.

If you would like more information after reading this information package, please contact the Nominations Committee Secretariat: Mr Len Fiori, CEO/Priory Secretary on (02) 62399200 or ceo@stjohn.org.au.

APPLICATION PROCESS

Apply to:

Nominations Committee Secretariat

Mail: St John Ambulance Australia PO Box 292, Deakin West ACT 2600

Email: ceo@stjohn.org.au

Applicants should provide a written expression of interest against the Position description, including addressing items 16–23 under Qualifications and experience. Please also include a current CV.

Expressions of interest must be received by 22 February 2019.

ST JOHN AMBULANCE AUSTRALIA

St John Ambulance Australia is a self-funding charitable organisation registered with the Australian Charities and Not-for-Profit Commission (ACNC), and has been part of the Australian community for over 135 years. Internationally, it is part of a wider organisation with a long, highly respected and honourable history. St John is Australia's largest first aid service provider which taught practical life-saving skills to almost 1.4 million people in 2017, and contributed over 900,000 hours of voluntary service to the Australian community.

In November 2018 at an Extraordinary Chapter Meeting, a decision was carried to convert the Australian Priory from an Australian Capital Territory Incorporated Association, to a Company Limited by Guarantee. This change triggers a new Constitution which requires a skills-based Board. The Chancellor-designate will take stewardship of this Board and lead the strategic direction for the period 1 July 2019 through the first three-year tenure of their appointment.

Some information about St John Ambulance Australia is included with this call for applications. Further information about St John Ambulance Australia can be obtained from the St John website at www.stjohn.org.au.

THE ORDER OF ST JOHN

The Order of St John is a major international charity that provides first aid, health care and support services in over 40 countries around the world. The Order's charitable work is carried out by the St John Eye Hospital Group in Jerusalem, and St John Ambulance organisations worldwide, with over 250,000 volunteers and staff.

The Order of St John traces its origins back over 900 years to the Knights Hospitaller from whom St John today derives its inspiration and maxims—*Pro Fide Pro Utilitate Hominum*, 'For the Faith and in the Service of Humanity'.

The Order is a Christian order in that it was founded on Christian principles and is motivated by Christian ideals. The Order welcomes people of different faiths and beliefs, and those who have no religious belief, providing they are willing and able to support the aims of The Order of St John.

The Order of St John itself is an Order of Chivalry of the British Crown with over 25,000 members around the world. The full name for the Order of St John is 'The Most Venerable Order of the Hospital of St John of Jerusalem'.

The governing body of the Order worldwide is its Grand Council, which meets annually, to determine the strategy and policies for the Order. The Chancellor is a member of Grand Council.

The Australian component of The Order of St John is referred to as the Priory in Australia. The official head of the Priory is the Prior, who is currently His Excellency General the Honourable Sir Peter Cosgrove AK MC (Retd). Most powers of the Prior are delegated to the Chancellor.

Further information about The Order of St John can be found at www.orderofstjohn.org.

ST JOHN AMBULANCE AUSTRALIA

STRATEGIC DIRECTION

THE HUMANITARIAN MISSION OF THE ORDER

Our Mission is to prevent and relieve sickness and injury and to act to enhance the health and wellbeing of people of all races and creeds.

OUR GOALS IN AUSTRALIA

THROUGH THE SUPPORT OF COMMUNITY VOLUNTEERS, FIRST AIDERS, LEADERS AND MEMBERS, ST JOHN AMBULANCE AUSTRALIA WILL ACHIEVE THESE FIVE GOALS BY 2025.

1 To make first aid a part of everyone's life.
This will be achieved by engaging in first aid training and awareness activities, with at least one-third of the Australian population, each year.

2 To ensure that 50% of out-of-hospital cardiac arrest patients receive defibrillation with public access defibrillators (PADs) *before* the arrival of an ambulance. And that 90% of cardiac arrest patients receive CPR *before* the arrival of an ambulance.

3 To provide professional medical services at events that maximises public safety.
This will be achieved with the community's volunteers and public participation,

4 To provide easy and equitable access to health services.
This will be achieved with a range of coordinated and integrated patient transport options that maximises the use of community volunteers.

5 To be seen as the leader in the community that maximises volunteer participation in the relief of sickness, distress, suffering and danger.

2025

OUR STRATEGIC PRINCIPLES

We will follow the endorsed One St John Policies and Standards, and in particular:

- ensure our people are well trained and treated with professionalism and respect
- ensure long term financial sustainability by growing revenue and managing costs
- employ contemporary professional principles in governance and management
- continue to strengthen the St John brand
- deliver quality products and services to meet customer and stakeholder needs
- support The Order of St John and collaborate with other St John entities.

OUR VALUES

St John is a charity in the Australian community working For the Service of Humanity.

Our vision for the future, whether acting alone or in partnership with others, is the provision of charitable and humanitarian services to individuals, groups and organisations.

Our relief work for persons in sickness, distress, suffering or danger recognises no barrier of race, colour or creed.

Funds raised for the services St John provides are a means for achieving our overall humanitarian objectives.

Fundraising is not, nor will be allowed to become, an end in itself. St John takes pride in its volunteer ethos, its ethical standards and in its independence.

Together, these values provide the firm foundation on which St John determines the best means of achieving the objectives to which it is dedicated.

AREAS OF ACTIVITY

St John Ambulance Australia has six main areas of activity:

1. EVENT AND EMERGENCY FIRST AID

St John Ambulance Australia is the premier provider of first aid at events and emergencies. St John provides appropriately trained first aid services personnel to events within the community. These first aid services are provided following comprehensive risk and event planning, working in conjunction with statutory authorities and event organisers.

St John also provides appropriately trained personnel to support state emergency management and disaster plans. This service can range from simple first aid support to local disaster units, to providing multi-level coordination and logistical support

2. FIRST AID TRAINING

St John Ambulance Australia is one of the leading providers of first aid training in Australia, with almost 1.4 million people completing St John courses in 2017. St John offers a wide range of first aid courses. These cover introductory and advanced first aid topics, cardiopulmonary resuscitation and defibrillation, as well as client-specific first aid courses which include sports first aid, remote area first aid, motorcycle first aid and caring for kids. The most popular course is the Apply First Aid course, which is the minimum qualification to be a workplace first aider. St John is a Registered Training Organisation which means that St John's training courses are designed to meet national standards, with Australia-wide recognised qualifications.

There are 2000 accredited St John trainers including paid and volunteer St John trainers and people who work for other organisations (e.g. in schools) and who deliver St John courses within their organisation. All St John trainers must complete a comprehensive induction program to become a St John trainer, and further must complete a professional development program each year to maintain their accreditation as a St John trainer.

3. AMBULANCE SERVICES

St John Ambulance Australia is the relevant government-contracted provider of ambulance services to the communities of Western Australia and the Northern Territory. These services are staffed by a combination of salaried and volunteer staff. Non-Emergency Patient Transport Services are provided in Victoria through a contract with Ambulance Victoria; and a number of jurisdictions also provide Community Transport Services.

4. YOUTH DEVELOPMENT

St John Ambulance offers a variety of tailored youth development programs, delivered in each of the St John State and Territory jurisdictions. We are leading the way with our national First Aid in Schools program, which, by 2017 had provided training to 1.5 million school kids since its inception.

5. EYE HEALTH PROGRAMS

St John has a long and distinguished history of supporting eye health. St John Ambulance Australia raises significant funds that are used to support domestic, near-neighbour and international ophthalmic programs. These programs include facilitating health care professionals to provide eye health services in Oecussi, East Timor; and providing considerable financial support to the St John Eye Hospital in Jerusalem, including the salaries of several Ophthalmic Outreach Nurses.

6. FUNDING OUR CHARITABLE ACTIVITIES

The major source of revenue needed to fund our charitable activities is generated from the sale of first aid training courses, kits and components. These are delivered to the community and national clients by the St John State and Territory entities.

NATIONAL BOARD OF DIRECTORS

The Chancellor is the Chair of the National Board of Directors. The Board of Directors consists of the eight Chairs of the State/Territory St John Boards, and five Priory officers.

The current membership of the National Board of Directors:

Professor Mark Compton	Chancellor
Mr Glen Brewer	Receiver General
Professor Peter Leggat	Director of Training
Ms Sally Hasler	Director
Mr Cameron Oxley	Director
Mr Shayne Leslie	Chair, St John Western Australia
Ms Karen Limb	Chair, St John South Australia
Mr Peter Carew	Chair, St John Northern Territory
Mr Sean McGuinness	Chair, St John New South Wales
Ms Virginia Bourke	Chair, St John Victoria
Mr Steve Smith	Chair, St John Tasmania
Ms Shirley Watson	Chair, St John Queensland
Mr Robert Bunton	Chair, St John ACT

St John Ambulance Australia is best described as a 'federated' structure, with the eight State and Territory organisations responsible for the delivery of services within their own jurisdictions. Licence agreements exist between St John Ambulance Australia Inc. and the eight State and Territory St John organisations. Each St John organisation in each State or Territory is established as a separate legal entity, either a Company Limited by Guarantee or an Incorporated Association.

The role of the National Board of Directors is to:

- direct **Order matters** within Australia and strengthen links with the international Order, supporting in particular strategic development of Associations in the region
- enhance the **St John brand**, including protecting intellectual property and monitoring the performance of licensees under the terms of the licence agreement
- encourage **best practice** to be shared across States and Territories
- encourage **collaborative projects** to be implemented for the benefit of St John in Australia.

CHANCELLOR

POSITION DESCRIPTION

The Chancellor is the Chair of the National Board and carries out the duties and responsibilities of a Chair within the terms as defined in the relevant legislation and the company's constitutional documents. Within the Order of St John, the Chancellor is the deputy of the Prior, who may delegate to the Chancellor such powers, duties and obligations as he/she think fit from time to time. The Chair is an independent and non-executive member of the Board.

RESPONSIBILITIES

As the Chair of the National Board:

1. demonstrate commitment to the mission of St John Ambulance Australia and the Order of St John
2. perform the duties of a Chair, being responsible for setting Boardroom culture and building the Board as a team, for designing and managing the Board agenda and for ensuring the efficient and effective operation of the Board in the performance of its prescribed responsibilities
3. foster good relationships and sense of cohesion amongst members of the Board; and between the Board and the Chief Executive Officer/Priory Secretary of the National Office
4. work with the Chief Executive Officer respecting boundaries between management and governance
5. provide mentorship to Board members and to the Chief Executive Officer/Priory Secretary
6. encourage open debate and discussion of matters brought to the Board
7. seek to achieve consensus in decision-making
8. facilitate the development of the strategic direction for St John Ambulance Australia
9. foster a culture of collaboration between St John jurisdictions and continuous improvement in line with contemporary practice principles ensuring promotion of the 'One St John' ethos and our continued relevance to the community we serve
10. use best endeavours to attend at least four Board meetings per year, the annual member convention, other committee meetings and site visits as required
11. chair or participate in Board committees as agreed by the National Board
12. represent the Board as required in public meetings, and promote St John throughout Australia to government, business and the general public.

As the Chancellor of the Priory in Australia of The Order of St John:

13. perform duties delegated by the Prior
14. perform duties as a member of the Grand Council of The Order of St John
15. foster, promote and develop international cooperation and opportunities of mutual interest and significance in order to grow St John activities worldwide and especially within our Region.

QUALIFICATIONS/EXPERIENCE

16. Eminence within their chosen professional field.
17. Substantial relevant business experience, including as a director, in the not-for-profit sector or similar.
18. Experience with chairing a Board, preferably a not-for-profit Board.
19. Willingness and ability to devote the time and attention necessary to discharge the duties required of the position of Chancellor, and as the Chair of the National Board.
20. Ability to represent the interests of stakeholders as a whole rather than special interests or groups.
21. Personal and professional ethics, integrity and values that align with St John.
22. Empathy, understanding and knowledge of volunteerism.
23. Prepared to accept the role on a volunteer basis.

APPOINTMENT DETAILS

The Chancellor is appointed by the Grand Prior on the recommendation of the Prior and the National Board of Directors, on advice from the Nominations Selection Committee.

The Chancellor is appointed for an initial triennium and may be re-appointed for up to two further trienniums.

The successful applicant must provide or undergo a Working with Children Check and a National Police Record Check.