Job Description

Title of Post:	International Search and Rescue (ISAR) Team Support
Rank/Role:	Equivalent to competent Firefighter
Post Reference:	
Location:	Earlswood
Responsible To:	ISAR Team Coordinator
Main Purpose Of Role:	This role provides essential support to the Service's International Search and Rescue (ISAR) capability, helping to ensure the team maintain operational readiness for national and international deployments. The postholder will support the administration, coordination and logistical arrangements associated with maintaining a specialist rescue capability aligned with UKISAR and INSARAG requirements.

SCHEDULE OF RESPONSIBILITIES	RESPONSIBLE TO
1. Support the day-to-day administration and coordination of the International Search and Rescue (ISAR) capability.	ISAR Team Coordinator
2. Maintain accurate records relating to personnel, qualifications, competencies, training and deployments.	ISAR Team Coordinator
3. Coordinate training events, exercises, meetings and assurance activities, including venue bookings, travel arrangements and associated documentation.	ISAR Team Coordinator
4. Monitor training compliance and competency requirements, ensuring personnel remain operationally deployable.	ISAR Team Coordinator
5. Coordinate equipment inspections, servicing, testing and replacement programmes to ensure operational readiness.	ISAR Team Coordinator
6. Support the preparation and maintenance of deployment documentation, mobilisation procedures and operational records.	ISAR Team Coordinator
7. Liaise with internal departments, partner agencies and external stakeholders on matters relating to ISAR capability development and readiness.	ISAR Team Coordinator
8. Administer procurement processes, purchase orders, invoices and budget monitoring activities associated with the ISAR function.	ISAR Team Coordinator

9. Produce management information, reports, performance data and briefing papers to support decision-making and assurance processes.	ISAR Team Coordinator
10. Maintain document control systems, policies, procedures and operational guidance relevant to the ISAR capability.	ISAR Team Coordinator
11. Support compliance with national resilience requirements, INSARAG standards, UKISAR procedures and Service governance arrangements.	ISAR Team Coordinator
12. Assist in the coordination and recording of lessons identified and post-exercise/deployment reviews.	ISAR Team Coordinator
13. Support the monitoring and management of operational availability, team rosters and standby arrangements.	ISAR Team Coordinator
14. Maintain effective communication channels with team members to ensure timely dissemination of information and updates.	ISAR Team Coordinator
15. Contribute to continuous improvement activities aimed at enhancing capability, efficiency and operational effectiveness.	ISAR Team Coordinator

16. Promote and support the Service's commitment to health, safety, equality, diversity and wellbeing in all aspects of the role.	ISAR Team Coordinator
17. Undertake any other duties commensurate with the grade and responsibilities of the post.	ISAR Team Coordinator