

Quick orientation for readiness contact persons

As a readiness contact person, you promote the organisation's overall readiness in your branch

Readiness contact persons get a unique perspective on the branch's activities and the organisation's overall readiness. Overall readiness refers to the flexible and purposeful use of the organisation's resources during and after aid provision.

You promote your branch's preparedness and readiness to provide aid, together with the board. You are responsible for ensuring that the branch's readiness plans are up to date and mobilised so that other volunteers can take part in aid work in their own roles. Your duties also include coordinating your readiness to provide aid with the joint regional readiness plan and the organisation's overall readiness.

As a readiness contact person, you are not appointed to a position of an operative director. Instead, the position is based on knowledge of preparedness and readiness activities. It is possible to fill other positions of responsibility within the branch according to your skills and training. When aid activities are initiated, you support the volunteers leading the aid efforts (e.g. material support tasks in domestic aid) with your expertise and knowledge of the readiness plan.

Your role is to support the board in developing activities that enhance aid provision readiness and work in collaboration with other branch volunteers, promoting the skills of volunteers in all operational groups and their understanding regarding their role as part of both the branch's and the entire organisation's overall readiness.

The branch's preparedness and aid readiness are the responsibility of the branch's board, see Branch's preparedness and readiness checklist for the board. Operative management is decided upon when an aid situation arises. It is recommended that the readiness contact person be granted the right to present readiness matters at board meetings, if they are not already a board member.

To ensure that the branch's aid activities and expertise are not dependent on a single volunteer, it is recommended to promote delegation and a team- and/or partnership-based approach within the branch. This makes it possible to share knowledge and mobilise the related expertise and the plans to several volunteers within the branch.



Duties of readiness contact persons

Important:

- You coordinate the development of your branch's aid readiness in collaboration with the board. You are responsible for ensuring that the branch's readiness checklist for the board is reviewed annually with the board.
- You update the readiness plan annually.
- You are responsible for orienting the branch's designated volunteers to the readiness plan and ensuring that each volunteer understands they are part of the Red Cross's aid provision readiness (overall readiness).
- You participate in regional readiness planning and maintain communication with neighbouring branches and joint regional operating teams.

- You promote the understanding of the organisation's overall readiness and attitude within your branch.
- You maintain communication and share situational awareness with the district office on readiness.
- You are your branch's contact person for preparedness and regional readiness planning.
- You support your branch's board and operational leadership during and after aid provision. You ensure the appropriate use of the operating models and resources recorded in the readiness plan.

If possible:

- additional possible duties

In this position, you will be supported by:

- Your branch chairperson and board
- Your branch's domestic aid contact person and operational team leaders
- Your district's readiness manager or other readiness staff
- Your district's branch mentor
- FRC readiness website

Start with these:

- Task-specific training: Orientation for readiness contact persons
- FRC basic course on readiness to help (6–8 h)
- Training for elected officials
- Branch's preparedness and readiness checklist for the board
- Readiness plan and other related materials
- Other materials related to national readiness

Worth studying

- Meetings for readiness contact persons
- Nationwide webinars for readiness and domestic aid contact persons
- Nationwide training weekends for readiness contact persons
- Domestic aid orientation (3–4 h)
- 72 Hours training (2–3 h)
- Basic emotional support course (8 h)
- Voluntary rescue service basic course (4 h)
- Basic emergency aid course (8 h)
- First aid training
- Local, regional and nationwide joint operation exercises