



Regional Co-ordinator role description

Purpose of role

Regional Co-ordinators (RCs) are the backbone of OutdoorLads as a volunteer organisation, providing approximately 1500 events each year to over 2000 members. The Regional Coordinator is the Lead volunteer responsible for oversight of all event activity in their region, and for the management of their volunteer team of organisers and leaders. The Regional Coordinator works closely with other Regional Co-ordinators, the staff team, the Board of Trustees and sub-committee(s).

Key duties

- Oversee and support the team of 'Regional *Organisers*' in the region.
 - Regional *Organisers* are responsible for organising specific event types, and reviewing/publishing the event pages in that region for that event type.
- Oversee all events in the region - with additional awareness of safety/insurance compliance, uphold event page standards, and other operational compliance.
- Cover any event types not covered by Regional Organisers.
- Communicate regularly between your team of Leaders, Organisers, and the Board sub-committee responsible for events, including monthly meeting attendance.
- Arrange regular (at least annually) regional leader meetings in person or online.
- Liaise with the staff team over hostel, camping, other paid events and other matters as required.
- Encourage leaders to provide photographs and video for use on social media pages and the website, and where applicable contribute to the regional social media pages.
- Work alongside the staff team to ensure leader applications are progressed in a timely manner and that suitable arrangements made for leader assessments.
- Support leaders in their development, especially new leaders, and provide coaching where appropriate.
- Consider which Pride events OutdoorLads will attend in the region and ensure there are leaders in place, with a programme of supporting events to support Pride attendance.
- Listen to members' or your team's feedback for improvements and resolve any issues or conflicts
- Recognise high performance and acknowledge team accomplishments
- Support the delivery of any strategic objectives relating to the growth and retention of membership and events

Who are we looking for?

- You should be an experienced leader within OutdoorLads who has in-depth knowledge of all the event offering and event types in that region.
- You should have proven track record in leading teams
- Strong people skills are a must, and you must be comfortable creating an inspiring team environment with open communication as you will be working with volunteer members from all across the UK.

- A critical and creative thinker willing to help improve our event offering and delivery to our membership
- You should share our values and exhibit them in everything you do: Welcoming; Adventurous, Togetherness, Excellence, Respectful

Volunteer responsibilities

As a volunteer, you will not be paid for your work nor be contracted to a specific time commitment. Volunteers can leave at any time, but we hope that through a shared love of the outdoors and seeing the impact you have on the wellbeing, friendships and lives of our members, you will want to stay with us for a long time.

It is important for you to know what you are committing to when you volunteer. As this is a leadership volunteer role, you have the responsibility to:

- Do your duties promptly and reliably
- Be willing to learn and participate in training programs, and meetings
- Keep internal information about the organisation confidential
- Stay within the bounds of volunteer responsibility
- Adhere to, and model our Code of Conduct to members, staff and other volunteers

This role is estimated to need around ten hours a month – so you'll need some time availability.