

STAFF CO-ORDINATOR ROLE DESCRIPTION



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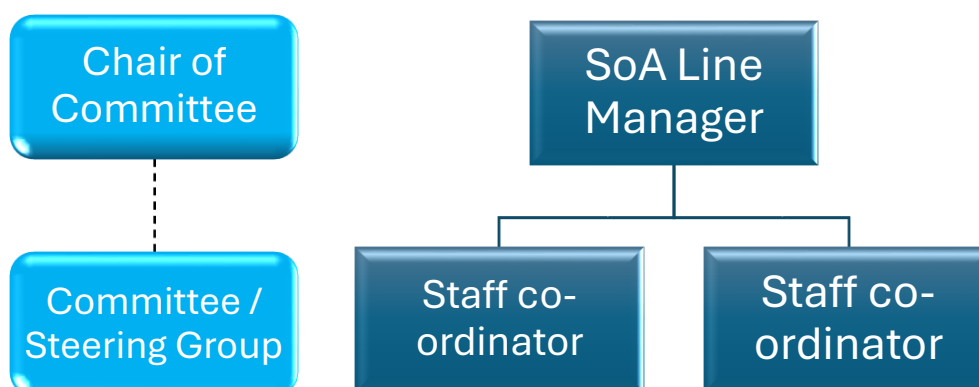
Staff Co-coordinator role

Working with the other Co-coordinator (if there are two) and an elected committee of group members to research, develop and implement a strategy, to represent the membership and reach out to a diverse range of members, emerging and established, supporting them in their professional environment, through the following means:

- Collaboration and relationship building across the sector.
- Programming events: activities aimed at improving the business skills and continued professional development of group members and a variety of socials to build community. (More information about the frequency of these events is outlined in other materials but this would usually be three per year with the support of the SoA Events team.)
- Bespoke communications (via e-newsletter and other agreed platforms) to provide information, community support, and to support the SoA's campaigning and advocacy.
- Identification and promotion of campaigns relevant to the group to support their interests and ensure that their voices are heard in sector-wide conversations.
- Development of resources that raise awareness and provide advocacy.
- In some circumstances the committee may have other roles to fulfil which will be supported by the Staff co-ordinator(s)

Time allocated for this role: 0.5 days per week. Depending on the number of hours worked by staff, this will make up a smaller or larger proportion of their working week. All staff have other responsibilities within the wider work of the SoA which makes up the majority of their work.

Organisation chart to show lines of command:



Working with the group

We would anticipate the Chair or Co-Chairs of the Committee to have closer links with staff co-ordinators, especially when setting dates for the next meeting and drawing up the agenda. If the staff co-ordinator is writing up the minutes, or action points, it may be circulated in draft form to the Chair of the committee prior to being circulated with the whole committee.

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However, any work expected of the staff co-ordinator(s) should be dictated by the action points coming out of the committee/steering group meeting. This is important as any action points should be agreed by the majority of the committee as representatives of the whole group, rather than at the will of one committee member – whether chair or not.