

Regional Coordinator

Role Title	Regions
Role Purpose	<p>Board members support the President and CEO of Women in Transport by providing strategic advice and support in the pursuit of advancing women working in transport, volunteering their time and expertise on a regular basis.</p> <p>Regional Coordinator Acting in a regional coordinator role to ensure collaboration and best practice across our regional hubs.</p>
Time commitment	Estimated at 0.5 a week or 15-20 hours a month
Volunteer Name	[Vacancy]
Reports To	Company Secretary
Status	Volunteer
Duration	6 month probation, quarterly reviews, maximum term in any one role of 4 years
Subject to Conditions	As per Volunteer Agreement

Remit	Experience/Skills Required
<p>General Board responsibilities</p> <ul style="list-style-type: none"> Regularly attend and contribute to Board meetings (4-6 per year) Attend relevant WiT events to support the activities and the development of WiT. Provide solid advice to the President and CEO to assist with decision making, and challenging current practice and progress to ensure that WiT meets its mission whilst operating in a responsible manner. To safeguard the good name, reputation and values of the WiT To ensure the financial stability of WiT 	<p>Must be a member of WiT for at least a year by 13 May 2021</p> <ul style="list-style-type: none"> Stakeholder engagement and business development skills would be ideal Works independently, with minimum supervision Has a passion for supporting women working in transport in a positive manner Excellent communications skills You must maintain the confidentiality of any personal data shared with you in undertaking your duties, ensure that this information is kept secure and not shared for

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<ul style="list-style-type: none">● To use any specific skills, knowledge or experience you have to help the Board reach sound decisions, this will involve:<ul style="list-style-type: none">○ Scrutinising board papers○ Leading discussions○ Focussing on key issues○ Providing guidance on new initiatives and on others areas in which you have specific expertise● You will be invited to attend all key events e.g. Receptions, APPG events.● You are expected to portray a positive image of WiT by displaying high standards of service, integrity, punctuality, politeness and professionalism. <p>Regions responsibilities</p> <ul style="list-style-type: none">● Maintain the Regional Hub guidance document to ensure it remains relevant and reflects the latest information● Maintain an up to date Regional Activation one pager that can be sent to interested parties <p>Emerging hubs</p> <ul style="list-style-type: none">● Coordinate enquiries regarding potential hubs, send Regional Hub Activation one pager and connect relevant parties as needed to initiate discussions● Identify potential Regional Leads and support hub activation by signposting to relevant resources/templates, supporting at meetings (where needed), providing advice/guidance● Report on activity on new/emerging regional hubs at board meetings and highlights via the WhatsApp group <p>Established hubs with Regional Leads</p> <ul style="list-style-type: none">● Arrange monthly catch ups with Regional Leads to ensure	<p>any other purpose or without the consent of the individuals in line with our privacy policy</p>
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Board: Volunteer Role Profile



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<p>collaboration</p> <ul style="list-style-type: none">• Support Regional Leads as needed <p>Report on activity at board meetings.</p>	
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