

Volunteer Role Profile

Role:	Regional Coordinator		
Status:	Published	Version:	1
Audience:	All internal and external audiences		
Owner:	Member Engagement Committee	Author:	Member Engagement Committee
Date Approved:	09/01/2024	Next Revision Date:	09/01/2027

Role title: ADCH Regional Coordinator

Responsible to: ADCH Members Engagement Committee

Primary contact / line manager: ADCH Volunteer Manager

Location: Remote (UK/ROI/Channel Islands)

Time Commitment: Flexible - approx. 2 hours per week

Role description:

ADCH Volunteer Regional Coordinators (VRC) lead a Regional Group (RG) in their designated, local geographical region. VRC organise meetings for local ADCH members, and where appropriate non-members and guests, to come together to communicate and work together to:

- Enhance peer support for staff and volunteers
- Share knowledge and best practice
- Promote collaboration and joint opportunities (e.g. training and funding) within their local communities
- Address difficulties and issues arising with their local communities with a solution-focused approach

There is a growing network of VRCs leading RG across the UK, ROI and Channel Islands who are supported by ADCH but have the freedom to choose how their RG runs to best suit the needs of its members (e.g. in terms of format and structure).

Key tasks:

1. To organise and facilitate face-to-face and/or remote/online meetings to facilitate networking opportunities for ADCH members (and non-members and guests where appropriate) within their local region, ideally at least quarterly.
2. To encourage, develop and support connections between ADCH members (and non-members and guests where appropriate) in their local region.
3. To act as an ambassador for ADCH members in your local area, voicing concerns, feeding back suggestions and sharing information with the ADCH's Member Engagement Committee (MEC) by providing feedback after each RG meeting.
4. To promote and signpost to relevant ADCH member benefits to our members, including events, webinars and training opportunities whilst being aware of the unique opportunity to promote the work and benefits of ADCH to non-members who are part of the group by supporting and encouraging any non-members to consider joining ADCH.
5. To share relevant local training and networking opportunities (beyond those offered by the ADCH) with their RG.

6. To introduce new ADCH members to their peers within your local region.
7. To attend quarterly online Regional Coordinator Meetings organised by ADCH to share and discuss updates.

Required skills, qualities and experience:

1. Currently is employed by, or has been employed by, an ADCH member organisation.
2. Has operational experience within the animal welfare sector.
3. Has knowledge of regional issues affecting animal welfare and the rescue sector.
4. Has experience in organising and delivering networking opportunities.
5. Has excellent interpersonal skills.
6. Has good administrative and IT skills.

Training and support available:

As part of your commitment to the role and ongoing professional development, you will be required to attend regular meetings and training provided by ADCH.

Recruitment process:

- Application form
- Discussion about the role
- References
- Induction
- Ongoing support

Version History

Version	Changes Made	Date	Made by
1	Role profile published	09/01/2024	Member Engagement Committee