

## WGHUK National Committee Roles and Responsibilities

ROLE	DESCRIPTION	PERSON SPECIFICATION	COMMITMENT
<b>Secretary</b>	<p>The role of secretary is vital to ensuring a well run national committee and creating a solid administrative foundation for WGHUK.</p> <p>Key responsibilities:</p> <ul style="list-style-type: none"> <li>• working with national coordinator to ensure smooth running of WGHUK committee</li> <li>• schedule committee meetings, prepare meeting agendas, and document minutes</li> <li>• working with committee to compile governance documents, and subsequently ensuring that committee works in accordance with these</li> <li>• responsible for organising and archiving documents and resources</li> </ul>	<ul style="list-style-type: none"> <li>• highly organised and proactive</li> <li>• familiar with/quick to learn how to use range of digital platforms to facilitate remote meetings</li> <li>• effective administrative skills</li> <li>• previous relevant experience desirable but not necessary</li> </ul>	<ul style="list-style-type: none"> <li>• 3hrs/week</li> </ul>
<b>Communications Coordinator</b>	<p>Having an effective communications team is paramount to the network building and advocacy of WGHUK.</p> <p>Key responsibilities:</p> <ul style="list-style-type: none"> <li>• working with national committee and strategy director on external representation and public relations of WGHUK</li> <li>• building reach and profile of WGHUK through various media platforms</li> <li>• maintain membership list including name, affiliation, and contact details</li> <li>• working closely with events coordinator to maximise attendance and engagement</li> <li>• managing incoming enquiries</li> <li>• overseeing communications team to ensure consistent branding and message across channels</li> <li>• attend monthly Town Hall meetings/ensure appropriate representation</li> </ul>	<ul style="list-style-type: none"> <li>• ability to think strategically and translate this into effective communication campaigns</li> <li>• confidence to liaise with media platforms to promote WGHUK</li> <li>• ability to lead small team</li> <li>• previous relevant experience necessary</li> </ul>	<ul style="list-style-type: none"> <li>• 3hrs/week</li> </ul>

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<b>Web Manager</b>	<p>The WGHUK website will be the centre of the network and it is therefore vital to have a functional, beautifully designed space that is intuitive to use and will promote network content and opportunities.</p> <p>Key responsibilities:</p> <ul style="list-style-type: none"> <li>• build and maintain website for WGHUK</li> <li>• troubleshoot technical issues</li> <li>• working with communications team to promote and share material</li> </ul>	<ul style="list-style-type: none"> <li>• creative and technical knowledge</li> <li>• familiarity with building and managing website</li> <li>• understanding of UX and flair for aesthetic design</li> <li>• previous relevant experience necessary</li> </ul>	<ul style="list-style-type: none"> <li>• 2hrs/week</li> <li>• time commitment will vary according to candidate experience</li> </ul>
<b>Blog and Newsletter Editor</b>	<p>As we build the WGHUK network, we want to maximise media channels to engage and share resources amongst members.</p> <p>Key responsibilities:</p> <ul style="list-style-type: none"> <li>• create and distribute monthly newsletter</li> <li>• commission and edit blog posts, work with web manager to curate content for website</li> <li>• work with communications director to monitor and widen distribution</li> <li>• work with events coordinator on event promotion campaigns</li> <li>• gather and respond to feedback from readers</li> </ul>	<ul style="list-style-type: none"> <li>• be creative, organised, and detail orientated</li> <li>• confident with content creation and editing</li> <li>• familiar/quick to learn with platforms for distributing newsletter</li> <li>• no previous experience necessary</li> </ul>	<ul style="list-style-type: none"> <li>• 2hrs/week</li> <li>• time commitment may vary according to events</li> </ul>
<b>Finance Coordinator</b>	<p>The finance director is responsible for bookkeeping and financial administration of WGHUK. There is scope for the finance director to create and recruit further roles as the network grows.</p> <p>Key responsibilities:</p> <ul style="list-style-type: none"> <li>• support national committee efforts to achieve registered charity status</li> <li>• oversee financial administration of WGHUK</li> <li>• identify fundraising opportunities, grant applications, and appropriate corporate sponsorship to fund WGHUK activities</li> </ul>	<ul style="list-style-type: none"> <li>• highly organised with analytical approach and supreme attention to detail</li> <li>• able to identify and maximise funding opportunities</li> <li>• previous experience highly desirable</li> </ul>	<ul style="list-style-type: none"> <li>• 3hrs/week</li> </ul>

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<b>Events Coordinator</b>	<p>A key element of WGHUK activity will be delivering events, so having a skilled coordinator on the committee is central to our effectiveness as a network.</p> <p>Key responsibilities:</p> <ul style="list-style-type: none"> <li>• organising and delivering successful official launch event mid-2020</li> <li>• working with strategy team to deliver lecture series/training events/local meet-ups</li> <li>• working closely with digital and inclusivity officer to ensure no barriers to participation</li> <li>• finding creative ways to grow the network and forming blueprints for recurring annual events</li> </ul>	<ul style="list-style-type: none"> <li>• highly organised and motivated</li> <li>• able to liaise with numerous external providers to deliver on events</li> <li>• creative vision with pragmatic application</li> <li>• previous relevant experience desirable but not necessary</li> </ul>	<ul style="list-style-type: none"> <li>• 2hr/week</li> <li>• time commitment will vary significantly according to events</li> </ul>
<b>Diversity and Inclusivity Coordinator</b>	<p>We want to be certain that all elements of our work are fully inclusive, diverse, and equal, actively encouraging participation from minority groups and making sure there are no barriers to involvement. Effective use of digital platforms is central to the accessibility of the WGHUK network.</p> <p>Key responsibilities:</p> <ul style="list-style-type: none"> <li>• work with secretary to ensure smooth running of remote meetings and accessible digital record keeping</li> <li>• create policy on diversity and inclusion as part of WGHUK governing documents</li> <li>• working with events coordinator to maximise opportunities for virtual access and ensuring physical venues are accessible to all</li> <li>• finding innovative ways to eliminate geographically boundaries for network inclusion</li> </ul>	<ul style="list-style-type: none"> <li>• passionate about diversity and inclusivity</li> <li>• familiar with/quick to learn about technologies/platforms to maximise digital access and remote participation</li> <li>• previous relevant experience desirable but not necessary</li> </ul>	<ul style="list-style-type: none"> <li>• 1-2hrs/week</li> <li>• time commitment will vary according to events</li> </ul>