

## **Community Activity Organiser**

### **Primary focus:**

The role of a Community Activity Organiser is to take responsibility for one, or a series, of community activities and lead on / coordinate the delivery of the activity so that the event runs successfully.

### **Main duties and responsibilities:**

- Take leadership responsibility for a specific activity, or series of activities
- Depending on the nature of the activity, ensure that the main contributor(s) is/are secured, fully informed of all practical details, supported during the activity and thanked formally
- Liaise with the Local Network Manager or Community Manager in good time to secure appropriate support from the staff team
- Equip the Publicity and Promotion Officer and Online Coordinator with the necessary information in time for effective publicity to be disseminated, taking on these roles if they are vacant with support from the Local Network Manager or Community Manager
- Ensure that the Local Network Manager or Community Manager has current and accurate information throughout the build-up to the activity
- Advise on any special publicity that is likely to be effective in attracting the desired audience
- Liaise with the Treasurer / budget holder to ensure that all financial transactions are agreed and completed
- If holding an event, ensure the venue is secured and that all facilities and any catering required are ordered and made available for the event
- Secure the help of other volunteers to provide the necessary supporting roles at the event to achieve the maximum impact of the event
- Record actions taken and future actions needed in such a way that other volunteers could take over seamlessly should there be any problems
- Evaluate the activity afterwards and communicate any learning that is likely to assist others in preparing future activities
- Record the metrics, and any other pertinent data, and ensure that this is submitted to the Local Network Manager or Community Manager as soon as possible after the activity is complete.

### **Appointment method:**

Nomination to the post by the leadership team members based on enthusiasm for the event and availability of time.

### **Period of appointment:**

Possibly only for the duration of the event, or series of events depending on the availability of the volunteer.

**Training:**

- Guidance from your Local Network Manager or Community Manager
- Training and support available from the Local Network Manager or Community Manager
- Online access to the communities volunteer web area and online event planning resources eg: best practice guidelines
- The experience of other volunteers and communities in delivering similar activities

**Point of Contact:**

The regular contact for this role will either be the Local Network Manager or Community Manager (if your community has one) – if in doubt, contact: [communities-support@theiet.org](mailto:communities-support@theiet.org)

**Communications:**

When undertaking this role you can expect to receive:

- Regular contact from the staff team
- Regular contact from your governance group (CC or CRC)
- Ad-hoc queries from individuals keen to know more about your community
- Volunteer Update newsletter

**Resources:**

The following resources are available to support this role:

- Engineering Communities
- Online marketing toolkit
- Events toolkit
- Governance structure (CRC / CC)
- [Volunteering Handbook](#)
- [Volunteer Hub](#) web area

**Policies and procedures:**

Upon engagement you will be provided with access to our e-learning portal to undertake the following activities:

- [Online sign-up to Policies and Code of Conduct:](#)
  - Anti-bribery and Corruption Policy
  - Anti-slavery Policy
  - Code of Conduct for Volunteers
  - Data Protection Policy
  - Equality, Diversity and Inclusion Policy
  - Harassment and Bullying Policy
  - Safeguarding Children and Adults at Risk Policy

[Other Policies and Guidance](#) to support you in your role:

- Business Cards and Email Address Policy
- Confidentiality of IET Documents
- Conflicts of Interest Policy
- Expenses Policy
- Gifts and Hospitality Policy
- IT Acceptable Use Policy
- Photography and Filming policy
- Plagiarism Policy
- Social Media Policy
- Travel Insurance Guidelines
- Whistleblowing Policy (Fundraising)
- Working Together Guidelines

Please refer to the [Volunteer Hub](#) for further guidance on policies and procedures.

**Person specification:**

- An interest in making the event a success
- If serving a local network, preferably permanently resident within the appropriate geographic area
- If serving a technical network, preferably with current / recent professional experience in the area of specialism.

Date Updated: May 2020