

## **Present Around the World (PATW) Co-ordinator**

### **Primary focus:**

The role of the PATW Co-ordinator is to take responsibility for any heats of the competition hosted by the community and to coordinate the delivery of the competition so that the event runs successfully. The PATW Co-ordinator should liaise with the IET staff support team to ensure they have all the necessary resources and information.

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

- To be familiar with the PATW competition rules and the processes used to run the competition around the world.
- Take overall responsibility for the delivery of the local heat.
- Equip the relevant Committee members who are responsible for event promotion with the necessary information in time for effective promotion of the heat. If there is no-one currently responsible for this, the PATW Co-ordinator would be expected to take responsibility for promoting the event with support from the IET Community Operations team.
- Notify the Community Volunteer Support Officer on [patw@theiet.org](mailto:patw@theiet.org) of the event details i.e. date, venue and contact as soon as they are known so that the details can be added to the PATW website events calendar to help attract potential presenters and attendees.
- Advise on any special publicity that is likely to be useful in attracting the desired audience.
- Ensure the venue is secured and that all facilities and any catering required are ordered and made available for the event.
- Ensure that entries are collected and that there is a manageable number of competitors for the event.
- Ensure someone from the Communities or Young Professionals' section committee is appointed to chair the event.
- Ensure suitable judges are appointed and that they are fully aware of the competition rules. For regional or national heats judges should be chosen from different regions/areas to better represent the cross section of competitors and that they are aware of the competition rules.
- Secure the help of other volunteers to provide the necessary supporting roles at the event.
- To make sure a winner is selected and appropriate prizes are awarded in accordance with competition rules. Within a week of the heat please forward the winner and runner-up's details, by email, to [patw@theiet.org](mailto:patw@theiet.org) so that the certificates can be arranged and so that the winner can be put forward for the next stage of the competition.
- Ensure that the Community Volunteer Support Officer ([patw@theiet.org](mailto:patw@theiet.org)) and the Community Operations Team have current and accurate information throughout the build up to the event.
- Liaise with the Treasurer / budget holder to ensure that all financial transactions are agreed and completed.
- Record actions taken, and future actions needed so anyone else could take over seamlessly should there be any problems in your continuing the preparations for this event

- Evaluate the event afterwards and communicate any learning that is likely to assist others in preparing future events.
- Ensure that the success of the event (metrics) is recorded along with all other relevant activity data and this is sent to [patw@theiet.org](mailto:patw@theiet.org).

**Appointment method:**

Nomination to the post by the Community leadership team based on enthusiasm for the Present Around the World Competition.

**Period of appointment:**

Appointment for the entire cycle of one year's competition from the start of the session in October to the Global final which will be held in November or December of the following year.

**Training:**

- Events in a Box guidelines
- The experience of Community leadership team members in planning and managing the competition in previous years
- Guidance from the Community Volunteer Support Office
- Support from the Community Operations team – Activity, Marketing and Online Executives
- Guidance and support from the relevant Communities Committee
- The experience of PATW Co-ordinators from other networks

**Point of Contact:**

The regular contact for this role will either be your Community Manager (if your community has one) and / or the Community Operations team – if in doubt, contact: [communities@theiet.org](mailto:communities@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)
- Regular emails from the Community Volunteer Support Office
- Ad-hoc queries from individuals keen to know more about your community and / or PATW event
- Volunteer Update newsletter

**Resources:**

The following resources are available to support this role:

- Engineering Communities
- Online marketing toolkit
- Events toolkit
- Community operating guidelines
- 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 this event a success;
- If serving a local network, preferably permanently resident within the appropriate geographic area
- Preferably with own contacts into the local student population and/or to young professionals in industry.

Date Updated: May 2020