

New Member Network Coordinator ROLE DESCRIPTION

1. <u>Appointment</u>	
Title:	New Member Network (NMN) Coordinator
Length of Term:	Centre Councillors are usually appointed for a term of 3 years but are eligible for re-election afterwards. Co-opted Council members normally serve for one year which can be renewed at the Centre's AGM.
Reports to:	The Chair of the Centre Council and to the Members of the Centre at the AGM
Appointment:	<p>The New Member Network is the CIWM community for those new to CIWM and provides opportunities to meet others, network and share knowledge. Each regional Centre is encouraged to establish a New Member Network group which is facilitated by one or more NMN Coordinators. NMN Coordinators are normally existing Centre Councillors or are invited to attend Centre Council meetings as co-opted members.</p> <p>If you are interested in this role you should contact your regional Centre Secretary whose contact details can be found on the CIWM Centre pages or contact CIWM Head Office for details.</p>
2. <u>Role Objective</u>	<p>As a New Member Network Coordinator, you would be supporting those who are new to CIWM and perhaps new to the sector. Volunteering as a NMN Coordinator is one of the quickest and most rewarding ways to develop contacts and raise your profile.</p> <p><i>The aims and objectives of NMNs are:</i></p> <ul style="list-style-type: none"> ● to encourage new Members to participate in the work of the CIWM ● to raise the profile of the CIWM across all sections of the membership particularly those who are new to the sector and/or CIWM. ● to encourage dialogue between new and established Members ● to network with educational establishments ● to assist in identifying and promoting career opportunities ● to promote membership of CIWM <p><i>Theses aims are met by the NMN coordinator organising activities including:</i></p> <ul style="list-style-type: none"> ● Technical meetings ● Site visits ● Careers & networking events ● CIWM annual national event
3. <u>Person Specification</u>	<p>This role requires someone who is:</p> <ul style="list-style-type: none"> ● interested in the work of CIWM and is keen to be involved with its activities ● enthusiastic about meeting new professionals and learning about the sector ● keen to develop their overall personal skills and competencies ● willing to help make a difference, share knowledge and be involved in CIWM
4. <u>Requirements & Commitments</u>	
Time Commitment:	<p>Time commitment:</p> <p>The role of NMN Coordinator requires time commitment to plan and prepare for events, coordinate bookings, attend the event and feedback to the Centre Council. A more accurate indication of actual time commitment can be provided by speaking to existing NMN coordinators in the Centre or other Centres, or by contacting HQ.</p>

Equipment Requirements:	Equipment requirements: Access to a computer, have an email address and a telephone. The possibility to access and use a printer would be useful.
Work Commitments:	Work commitment: <ul style="list-style-type: none"> - organising approximately 3 events per year within the centre region - Helping with the organisation of the NMN national event
Honorarium:	N/A
5. <u>Benefits & Rewards</u>	<p>This role provides an excellent opportunity to demonstrate your leadership and organisational skills, and you will usually be invited to be a part of your regional Centre Council.</p> <p>Personal benefits:</p> <ul style="list-style-type: none"> • Opportunities to develop your skills in areas such as communication, teamwork, self- management, planning and organising • Opportunities to extend your professional network, learn more about the sector in areas such as technologies, strategies, legislation, policy, operational issues and best practice. • Increased exposure for yourself <p>Other benefits:</p> <ul style="list-style-type: none"> • Most Centres will pay for free places to attend the CIWM NMN national event, depending on the involvement of the Coordinators within that Centre.
6. <u>Organisational Relationships</u>	<ul style="list-style-type: none"> • Reports to the Chair of the Centre Council and to the Members of the Centre at the AGM • There is no direct management responsibility • Internal Contacts: Centre Council /Membership Development Executive/CIWM head office staff /Fellow NMN Coordinators • External Contacts: CIWM Members /Other resources and waste management professionals/organisations