

## VOLUNTEER BRIEF

<b>Ref</b>	
<b>Project/Role Name</b>	BANT Networks Administrator
<b>Skill Required</b>	Administration, IT, strong written and verbal communication skills, excellent co-ordination skills
<b>BANT Lead</b>	Local Networks Team Lead
<b>Hours Required</b>	2 hours per week
<b>Work Description</b>	<p>To support the Local Networks Team Lead in co-ordinating the local networks and regional branches by assisting with associated administrative tasks, including: -</p> <ul style="list-style-type: none"> <li>• Maintaining the spreadsheets of current Local Network Co-ordinators (LNCs) and Regional Branch Committee (RBC) members to ensure their contact details are up to date</li> <li>• Scheduling quarterly meetings between the Networks Team Lead and LNC's</li> <li>• Responding to emails where possible in the Networks inbox</li> <li>• Liaising between the Networks Team Lead, the Volunteer Manager and the LNC and RBC Chairs</li> <li>• Helping to facilitate recruitment where possible of members interested in volunteering for the Regional Branches or Local Networks and keeping the Volunteer Manager informed</li> </ul>
<b>Key Deliverables</b>	<ul style="list-style-type: none"> <li>• Spreadsheets kept up to date</li> <li>• LNC quarterly calls taking place consistently</li> </ul>
<b>Key Milestones</b>	<ul style="list-style-type: none"> <li>• Fully staffed Local Networks and Regional Branches</li> </ul>
<b>Budget</b>	