

Role Profile: BANT Networks Team Lead

The BANT Networks Team Leads are part of BANT Networks, lead by the Volunteer Manager, and the central point of contact for all Local Networks (LNCs) and Regional Branches (RBs) in the UK and worldwide. The role is split between two team leads to share the tasks and enhance collaboration. The Team Leads coordinate and facilitate contact between Local Networks and Regional Branches and BANT.

A key objective of the Networks Team Leads is to ensure that there are a sufficient number of Local Networks and Regional Branches to enable members to network with a local group of NTs and students, to gain knowledge whilst listening to speakers at meetings, to share knowledge, as well as offer support to one another. In addition, their role is to ensure that the Local Networks and Regional Branches run smoothly and are well supported.

The key responsibilities

- Provide ongoing support for the BANT Networks (Local Networks and Regional Branches)
- Hold quarterly meetings with the LNCs (via GoToMeeting)
- Hold bi-annual calls with the Regional Branch Committee Chairs and with the Community & Partnerships Director (via GoToMeeting)
- Attend monthly workstream meetings
- Attend quarterly Council meetings (in person where possible)
- Become involved in recruitment and induction of new LNCs and Regional Branch Committees
- Help to facilitate regional branch meetings – e.g. support with speakers, Eventbrite invitations, gaining CPD recognition
- Keep up with administration

Skills / Experience Required

Essential

- Good verbal and written communication skills
- Team player
- Pro-active and confident to take the initiative
- Good administrative skills
- Proficient in Word, Excel, PowerPoint

Desirable

- Managing or supporting volunteers
- Coordinating Skype or GoToMeeting meetings
- Use of Social Media

Availability and Response Time

Email time: Average 2 hours per week

Project time: Variable depending on the nature of the project and required timescales

Meeting times: In addition to weekly support, monthly work stream meetings and quarterly Council meetings

Remuneration and Hours: Voluntary role; £125 of CPD per annum; Travel expenses.

Other CPD can be claimed for your volunteer work if it maintains and develops your professional career to enhance your capacity to practice safely, effectively and legally; and to enrich and expand your professional skills and knowledge.