

JOB SUMMARY

Regional Representatives

The Regional Representatives will provide support to volunteers in developing project and act proposals, as well as supporting the organization and coordination of events for Random Acts within their specified geographical areas. The Regional Representative will act as a central point of contact for our volunteers and supporters by developing, promoting and facilitating acts via agreed social media forums. The Regional Representatives are part of the extended volunteer team, and report in to the Events Manager.

RESPONSIBILITIES

- Raise awareness of Random Acts within their defined geographical areas
- Welcome individuals and help them to participate with others
- Motivate and inspire individuals/groups to participate in acts
- Develop, promote and expand local areas to encourage individuals/groups to participate in acts
- Work closely with the Events Team to maximize the effectiveness of acts, including providing support to participants with any documentation that needs to be submitted
- Collate local/regional information
- Act as a central point of information for new and existing local contacts
- Participate in creative communication and act brainstorming
- Encourage and facilitate acts on a regular basis
- Collate and share experiences of acts performed
- Ensure that Random Acts staff are informed of acts, concerns or problems
- Keep the Regional Events Officer informed of significant problems that jeopardize the well-being of the organization, escalating to the Events Manager, Executive Director and the Leadership Team where necessary
- Participate in meetings as required
- Any other projects or duties as requested by the Regional Events Officer or the Events Team

DESIRED QUALIFICATIONS AND SKILLS

- Enthusiasm and commitment to the aims and objectives of Random Acts
- Experience of working for charitable causes or community engagement
- Facilitation of online communities
- Ability to deal with volunteers and act participants
- Ability to work under the policies and procedures of Random Acts
- Ability to act as a point of contact for individuals/groups
- Ability to encourage people to perform acts
- Regular access to the internet
- Ability to speak predominant regional languages is a plus for Representatives