



Regional Network Coordinator role profile 2017-2018

Role description

The primary role of the Regional Coordinator is to provide opportunities for interaction between Commonwealth Scholars and Fellows within the same region, in order to generate a strong community for all those on award. Coordinators should actively encourage all Scholars and Fellows in their region to take part in activities whilst studying in the UK.

The Coordinator should ensure that other Scholars are able to contribute to the creation and organisation of events, working with University Representatives and other Scholars and Fellows when possible.

Coordinators will have access to an annual Regional Network budget to arrange events. Details of each network budget will be provided to successful candidates on appointment.

Main responsibilities

1. Acting as a point of contact for Scholars/ Fellows in the region

- Act as a central, proactive contact for all Scholars in your region.
- Share personal information with other Commonwealth Scholars and Fellows including name, country of origin, university, course and email address.
- Provide a personal profile including a summary of your ideas, your contact details and a photo, to be displayed on the required Regional Networks page on the [CSC website](#).

2. Organising events

- Organise a minimum of 4 events for your region throughout the year
- Complete the CSC risk assessment as part of the organisation of each event

3. Coordinating Facebook group

- Manage and contribute to the Regional Network Facebook groups using a Facebook profile in your name (this can be personal or professional) to encourage interaction and engagement from members.
- Take and upload photos of events to the Regional Network Facebook groups.

4. Working with other Regional Coordinators

- Liaise with your fellow Regional Coordinators in other regions to assist in the coordination of any UK-wide events.
- In larger networks, a number of Coordinators will be appointed to manage their region. Coordinators are expected to work in conjunction with each other where possible.