

Flexigroup toolkit: 4. Role description: Coordination team member



Overview

Flexigroups are an easy way of creating and maintaining a local organisation with its own identity within the Ramblers without going through the bureaucracy of setting up and maintaining a traditional Local Group. They specialise in specific tasks such as running a particular kind of walks programme.

Flexigroups are run by a Coordination Team who make an agreement with their Area, and there is no requirement for a specific number of people roles within the team other than a Principal Contact (see section 5). This is therefore a very flexible role giving the team scope to allocate duties as it sees fit. For more including a summary of responsibilities of Coordination Team members see the Introduction to this toolkit (section 1).

The role

You should be available on a flexible basis to help carry out the tasks involved with managing and running the flexigroup, liaising with other team members regularly to coordinate activities. You will help raise the profile of the group and develop its work. Tasks, to be shared throughout the team, might include:

- Making a flexigroup Agreement with the Area and reviewing it as necessary.
- Identifying, recruiting and supporting a Principal Contact, other team members and other volunteers such as walk leaders.
- Consulting flexigroup members on the way the group is run and involving them in decision making and volunteering.
- Coordinating walks programmes and other activities.
- Publicity and media work.
- Uploading walks and maintaining the group page on the main Ramblers website.
- Organising simple monitoring of activities and reporting back as agreed.
- Agreeing financial arrangements with the Area, keeping track of finances and managing the reclaiming of expenditure.
- Taking responsibility for any equipment, supplies, cash advances and other assets loaned by the Area and ensuring safe return when appropriate.
- Assisting in dissolving or merging the flexigroup if required.

Skills and experience

- Good communication skills
- Ability to work in a team
- Enjoyment of walking and an affinity to the Ramblers' charitable aims
- Ideally computer literate with access to the internet

Resources

For information about resources available for this role see the Flexigroup Toolkit.