

Affiliation Coordinator

Purpose of the Job

The Affiliation Coordinator is responsible for the development and delivery of the Charity's affiliation scheme, and leads on the recruitment of affiliated groups and individuals, and the development of related volunteer roles within the Charity.

The role will work with the Charity Manager and the mentoring team to encourage peer-to-peer support and the development of resources for affiliation members, and they will assist the Charity Manager when determining the need for and nature of related volunteer roles.

The role will also work with the Operations Manager to develop an affiliation income stream and the associated administrative structures, and with the Events and Marketing Coordinator in the development of an affiliate portal on the Charity's website. The role will liaise with colleagues, and the Trustees from time-to-time, to ensure that all work carried out is in-line with the mission, vision, and values of the organisation.

Main Duties and Responsibilities

1. Overseeing the creation and development of an affiliation scheme for the Charity, in accordance with agreed scheme principles and using the Charity's branding guidelines.
2. Promoting the affiliation scheme within the region, recruiting new affiliate members, and creating and managing a network of members that thrives on collaboration, contribution and peer support.
3. Encouraging affiliates to become advocates and influencers in support of the Charity.
4. Maintaining the Charity's affiliation scheme to ensure that the Charity provides up to date resources and support for affiliated groups and individuals.
5. Curating resources that are desirable, useful and accessible for affiliated members.

6. Developing volunteer engagement from affiliated members.
7. Developing peer-to-peer support within the affiliated members.
8. Developing and encouraging community fundraising for the Charity in partnership with affiliated members.
9. Supporting the Operations Manager with the day-to-day management of the affiliation scheme and its finances.
10. Providing content and ideas for affiliates in support of the Events and Marketing Coordinator's work on the Charity's website development and social content.
11. Assisting the Charity Manager with the coordination and delivery of the Charity's events, including third-party events where the Charity has been sub-contracted to deliver them.
12. Supporting the team in the establishment of mechanisms to gather, record and report the views of beneficiaries on the performance of the Charity and the areas for its future development.
13. Providing support to the team in the development of existing relationships with partners, funders, local authorities and other relevant organisations, and with the building of similar new relationships.
14. Providing administrative, advocacy or other support to the Charity, including but not limited to: support for the Charity Manager, Operations Manager and Trustees when required.
15. Supporting the organisation and the team to ensure the delivery of the agreed vision, strategy values and specific objectives of the Charity and, where required, representing the organisation at events.
16. Other duties as from time-to-time requested by the Charity Manager.

Hours Contracted

10 hours per week

Person Specification

The successful applicant is likely to be:

- A well-connected networker.

- Knowledgeable about the sector's VCFSEs, funders, infrastructure support and other supporting networks or membership organisations.
- Apolitical / impartial in the region, open to partnerships or relationships with all the key stakeholders in sector.
- From a funding and / or fundraising background, successful in developing both funder and community relationships.
- A 'people' person, comfortable meeting and talking to people face to face, individually, in group presentations and in networking environments, presenting to diverse groups and advocating for the charity and its offer when required.
- Passionate about Kent and Medway's voluntary sector and about our contribution to it's development and long term resilience.
- Familiar with the work of the charity, perhaps as a mentor or former mentee, and keen to promote our activities within the region.
- Happy to travel within the region and sufficiently flexible to accommodate a variable working week or month to ensure key events can be attended.
- A self-starter, happy to work alone, from home, online or face to face as required.
- Naturally collaborative with peers and others in the development of new approaches.
- Warm and likeable with natural presence and clear professionalism.

Footnote

This job description provides the job holder with their main duties. It may be amended from time to time without change to the level of responsibility, contract length or hourly rate.