



POST: Regional Co-Ordinator

Overall Role

Represent the CMA and its members at the regional level and help deliver regional activities, particularly training / study days and networking/social events.

National Responsibilities

- Represent your regional members at 3/4 CMA national committee meetings per year (usually once in person and by teleconference for the remainder)*
- Assist with national CMA work as required including conferences, consultations and projects**

Regional Responsibilities

- Act as a key regional contact on behalf of the CMA for members and others, responding to basic queries from existing and potential members*
- Promote the benefits of CMA membership /accredited member status whenever relevant/possible
- Actively seek new members, welcome new members with phone call/email and encourage lapsed members*
- Ensure that at least 2 study days are delivered within your region per year. Liaise with CMA national training co-ordinator as required*
- Try to ensure that at least 2 examples of good practice are reported on within your region per year. Liaise with CMA National Committee / Board as required**
- Represent the CMA at key regional forums if at all possible**
- Promote national and regional news, study days and case studies in a bi-annual regional newsletter or email. (yourself or a member in your region)**
- Develop/encourage a regional committee to liaise 2 to 3 times per year by phone or meeting

(* Core duties, ** Ideal duties)

Person Specification

- Commitment to the CMA and a willingness to devote the necessary voluntary time and effort, ideally with employers support (where relevant)
- Knowledge and experience of managing the countryside and/or natural greenspace and/or access to them
- Good knowledge of countryside management organisations and key contacts within your region
- Good communication and persuasion skills
- Good, independent judgement, and an ability to think creatively
- Skills and confidence to represent CMA at a regional level including presentations where appropriate
- Ability to work effectively as a member of a team
- Competent with standard Microsoft packages and email

Benefits to You

- Improve your networking skills and regional contacts
- Improve your effectiveness at managing people and projects
- Gain recognition for enhancing your knowledge and understanding of your profession regionally and nationally
- Opportunity to raise awareness of countryside / urban greenspace management and good practice in your region and nationally
- Improve/consolidate your proficiency in organising training/events and in helping others to do so
- Demonstrate dedication to your profession and your continued profession development
- share your skills, knowledge and experiences to help and encourage others, particularly youngsters, in the profession
- Raise your confidence
- Enhance your professional reputation