



## ROLE PROFILE – VOLUNTEER

<b>ROLE TITLE</b>	<b>Regional Coordinator</b>
<b>REPORTS TO</b>	Nominated Trustee
<b>ROLE REVIEWED</b>	ANNUALLY

### **ROLE OUTLINE**

The Regional Coordinator will be passionate about the wellbeing and mental health of the biking community within their regions around them (the region will be determined by discussion with a Trustee on completion of a successful interview).

The Regional Coordinator will have established links with the biker community within their region or is capable of building strong relationships quickly. The postholder will have excellent communication skills, an ability to build effective teams and hold a current MHFA certificate.

Relationships are essential to the success of the charity, its reputation and impact and as Regional Coordinator there is a high level of responsibility in developing and maintaining relationships with area and local MHMotorbike volunteers and motorcycle businesses. The post holder will be the face of MHMotorbike in that region.

As a Regional Coordinator the postholder will be responsible for acting on behalf of MHMotorbike in building a regional team, consisting of several Area Coordinators, MHFA's and volunteers to develop the charity's impact. This will include organising and attending events and setting up a presence in for example motorcycle shops and cafes to share support for local riders and contribute to the financial stability of MHMotorbike through fundraising.

All Regional Leads will be encouraged to share experiences to learn and grow together with the support of the Trustees.

### **SPECIFIC DUTIES**

- Recruit, develop and lead a team of Area Coordinators, MHMotorbike volunteers and Mental Health First Aiders from within the designated region.
- Work with the Trustees to develop and improve the policies and procedures to safeguard both Mental Health Motorbike as a charity and its volunteers, including Trustees, Regional and Area coordinators and any other more informal volunteers.
- Ensure that communication and coordination of voluntary activities is clear to maintain the support of volunteers.
- Work in partnership with other regions to share experiences and learn together.
- Build and maintain effective working relationships with key stakeholders in your region, e.g. motorcycle dealerships, cafes, shops, and clubs using MHMotorbike recognised materials.
- Ensure that as many events as possible held in the region are supported by your area MHFAs and identified volunteers.
- Ensure the completion of Jotforms for all event activity to enable an auditable trail of interventions.



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- Build effective working relationships with key stakeholders within MHMotorbike.
- Report into the nominated trustee as planned, providing an update on key activities, future plans and any issues arising.
- Attend as many monthly Regional Coordinators meetings as possible (by Zoom).
- Produce monthly newsletter articles that capture activity as required.
- Be proactive in recruiting new MHFA's amongst both riders and local businesses.
- Encourage local business/meeting places to have a MHFA on site and to display and promote the MHM Green Badge.
- Be proactive in fundraising through events and signing people up to a monthly contribution to MHMotorbike.
- Take responsibility to protect the MHMotorbike Brand by ensuring that only approved (issued) literature, merchandise, logos and badges are used within the region.
- All advertising and promotional materials including press releases and comments are approved prior to use or publication.

### **SPECIFIC TRAINING REQUIRED FOR THIS ROLE, e.g. safeguarding**

#### **The postholder is expected to:**

- Hold a current MHFA certificate and be confident in this practice.
- Attend MHMotorbike induction.
- To have read and be cognisant of MHMotorbike Safeguarding Policies knowing what, when and to whom concerns should be raised.
- To have read and be cognisant of MHMotorbike data security and privacy policies to effectively protect an individual's digital identity.
- Sign a confidentiality agreement. MHMotorbike will maintain a register of signed agreements

### **REMUNERATION, e.g. expenses claims**

This is an unpaid voluntary role. Eligible expenses will be reimbursed in line with the MHM expenses policy

### **DISCLOSURE & BARRING REQUIREMENT**

We have been advised that the postholder should be subject to an enhanced DBS check.

### **EXPECTATIONS OF ALL VOLUNTEERS:**

- HOLD A CURRENT MENTAL HEALTH FIRST AID CERTIFICATE
- UPHOLD MHM CORE VALUES
- ABIDE BY MHM POLICIES AND PROCEDURES, including code of conduct, safeguarding, GDPR, privacy policy
- COMMIT A MINIMUM OF 4 HOURS PER WEEK TO THE ROLE
- REPORT INTO TRUSTEES AS AGREED