



REGIONAL CO-ORDINATOR – SPECIFICATION FOR SERVICES

BACKGROUND

The Regional Co-ordinator is the key role within a region. You will be self-employed and will be contracted to the NHF at a rate agreed by the NEC annually, for the services below. The contract will be for one year, usually January to December, renewable each year.

You may be a member or a non-member provided you have a good understanding of the hair and beauty industry and current salon ownership experience. However, you cannot also be the Chair/President of the region or the NEC member for the region.

The role is split into two parts:

- A. Organising regional activities
- B. Administration of the region

A. REGIONAL ACTIVITY PLAN

You are responsible for organising at least three activities for members each year, selected from:

- Competitions
- Artistic demonstrations
- Meetings on current issues (eg preparation for changes to pensions)
- Networking events for members to meet each other and talk about what matters to them
- Events for new members
- Social events
- Special interest meetings (eg barbers, beauty, education)
- Business events
- Other

You will be supported by a regional committee who may assist you with organising events or activities.

Events are usually held on Sundays or Mondays, avoiding holiday periods including half terms. Some events are held in the evenings, usually Mondays or Tuesdays from 7-9pm.

There is no upper limit on the number of events or activities taking place in one year, subject to budgets. National events can be counted towards the 3 events each region organises and events organised by the Regional Co-ordinator can be added on top.

National Events

National events which are repeated around the country will be organised by the NHF centrally. The NHF will negotiate with the provider on the price for delivering the events, what the event will cover, dates, and the prices charged to members, in line with the events pricing policy where applicable. Regional Co-ordinators will be consulted on dates, location (city/town) and venues (hotel or other accommodation).

Activity Planning

Events and activities should cover their costs wherever possible, so Regional Co-ordinators will be asked to submit an annual activity plan and budget for NEC approval, usually in the



autumn. Following approval, regions will be allocated funds (subventions) each year to use for member events.

The NHF will arrange meetings for Regional Co-ordinators, up to 4 per year (usually on Sundays or Mondays) to:

- Review the previous year's activity plan
- Identify what worked well and what needs to change
- Plan events for the following year

You are encouraged to keep in contact with Regional Co-ordinators in other regions.

B. ADMINISTRATION

Your main responsibility will be the preparation, delivery and review of the regional activities and events programme and budget (as above), for which you are accountable. You will also be responsible for administration:

- Keeping regional committee members up-to-date and being able to answer basic questions from members about NHF membership services when they attend regional events. You will receive communications from the NHF (eg minutes of NEC meetings, monthly CEO report, monthly e-newsletters) to help with this. You must pass any other queries (or anything you are not sure about) onto the NHF membership team who are fully trained to deal with employment law issues and membership queries.
- Identifying members who may be interested in standing for election onto the NHF's governing body, the National Executive Council. You are likely to meet members at events who could be encouraged to join regional committees or to consider becoming a member of the National Executive Council.
- Arranging regional committee meetings, including venue and refreshments, arranging dates and times, writing agendas, letting members in the region know when meetings are taking place, taking notes and making sure follow-up actions are identified and completed
- Attending Regional Co-ordinator meetings (travel and accommodation expenses will be paid by the region), or appointing another regional committee member to attend in your place
- Having your performance reviewed annually by the NEC as part of the process of reviewing the planning and delivering of the regional events programme

Payment

Payments will be made from regional funds, paid centrally following receipt of a business invoice. You will be paid at a flat-rate fee of £1000 per year (or as otherwise agreed by the NEC) for all administration, attendance at events (regional and centrally organised evening events) and at Regional Co-ordinator meetings.

Travel expenses and other reasonable 'out of pocket' expenses will also be paid in accordance with the NHF's expenses policy. You will be provided with an NHF bank card for use on the regional bank account, subject to the usual security procedures and authorisation limits.



You may also be paid for time spent on organising and delivering the events programme based on £10 per hour (or as otherwise agreed by the NEC), for example:

- Arranging dates, times, venues and refreshments
- Preparing budgets using the template provided
- Negotiating costs
- Drafting promotional materials which follow NHF brand guidelines
- Sourcing sponsorship and managing relationships with sponsors
- Checking electrical tests have been done (if applicable)
- Checking health & safety procedures have been followed
- Making sure insurance is in place
- Making payments
- Accounting for income and expenditure
- Attending the event.

The amount of work involved will depend on the type of event, so payment will be made at an amount agreed by the NEC each year (hourly or daily). If any regional committee members carry out a significant amount of the event organisation, you may include a payment to them, at the same rate, within your budget.

You may receive payment for time spent on centrally organised events eg attending the event to welcome members, receiving and checking materials, making sure refreshments have arrived, following up on queries. You will not be charged for attending an event, but please confirm with the membership team that you are attending and will be the point of contact for that event. Travel expenses will be paid by the region.

Person specification - skills & attributes:

- Knows a lot of people in the industry, well-connected
- Experience of organising and running events and other activities
- Well organised
- Good communicator
- Well-informed about NHF and member services
- Confidently and accurately conveys NHF key messages
- Able to act on own initiative
- Collaborative working, especially with members, regional committee members and NHF staff
- Flexibility to attend events or meetings as required
- Willing to travel and work occasionally unsociable hours
- IT literate, able to use email and willing to use technology eg skype, Facebook and teleconferencing

Selection process

Regional committees will shortlist candidates and carry out interviews against the person specification to identify their preferred candidate. Details of the shortlisted candidates and the regional committee's recommendation will be referred to the National Executive Council (NEC) for ratification.