



Type: guide	Northumbria Blood Bikes: Auxiliary Role Description – Young People Engagement Coordinator		
Owner:	Publicity Officer	Author:	Kirsty Lawrence
Approved:	9 th February 2018	By:	Executive Committee
Doc Ref	AUX3204	Version	1.0

A. Why do we need this guide

This guide sets out the roles and responsibilities of a Young People Engagement Coordinator.

B. Who is responsible for this guide

The Publicity Officer of the group is responsible for the maintenance of this guide.

The Executive Committee is responsible for approving this guide.

All members of NBB Committee and any holder of the Young People Engagement Coordinator role must be familiar with the information in this guide.

C. When will this guide be reviewed

This guide will be reviewed a maximum of two years following its approval.

D. How will changes be notified

The latest version of the guide will be made available via the members' library on the group website. New versions will be announced via email to all members of the executive committee and holders of the Young People Engagement Coordinator role.

1. Aims of the Role

- 1.1.** The Young People Engagement Coordinator will assist the Publicity Officer and Talks Coordinators with the management of talks at schools/young people's clubs or groups, and ensuring that all requested talks are assessed for suitability and where accepted a speaker allocated.

2. Who does this role report to

- 2.1.** The Young People Engagement Coordinator reports to the Publicity Officer.

3. Responsibilities and Duties of the role

- 3.1.** The Young People Engagement Coordinator will:
 - 3.1.1.** Manage all requests for talks received for younger audiences by the group.
 - 3.1.2.** Maintain a list of suitably qualified and able Speakers.
 - 3.1.3.** Maintain and develop appropriate talks and activities to engage younger audiences.
 - 3.1.4.** Work with the Talks Coordinators to ensure that all requests for younger audiences are managed and communicated effectively by the most appropriate person in relation to the audience.
 - 3.1.5.** Work with the Publicity Officer to ensure that Speakers have appropriate publicity material for a talk with younger audiences.
 - 3.1.6.** Work with the Treasurer and Fundraising Officer to ensure that income from talks is suitably banked, recorded and acknowledged.
 - 3.1.7.** Liaise with the Fleet Manager for vehicles for events.
 - 3.1.8.** Liaise with the Treasurer and Fundraising Officer for income from talks to be suitably banked, recorded and acknowledged, in accordance with FIN002

4. IT System Requirements

- 4.1.** This role requires additional access to ICT systems beyond those of a normal member
 - 4.1.1.** Additional requirements for website access
 - This role does need to create event website pages.
 - This does need to update their own event website pages.
 - This role does require access to be able to retrieve data from OLRS but not OARS
 - 4.1.2.** Additional requirements for OLRS access:
 - This role does not require additional access to the OLRS to be able to view and obtain data.
 - 4.1.3.** Additional requirements for Email access:
 - This role does require a personal NBB email address
 - This role does require a role-based email address (with multiple post holders add a number for each one) – engagement1@northumbriabloodbikes.org.uk

4.1.4. Additional requirements for Slack:

- This role requires a Slack account.
- This role requires restricted access to the Talks channel.

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Version Control and History

Date	Version	Author:	Reason For Change
9 th February 2018	1.0	Kirsty Lawrence	First Version