

Gay Outdoor Club

Job Description

Group Coordinator

Introduction

The Group Coordinator (GC) role is one of the most important in the GOC. GCs act as the main point of contact for members and help organise and lead a large number of the walks or events of the club. This document seeks to provide consistent information to all GCs and help them to carry out their role smoothly and efficiently. Feedback on this document should go to the GOC Board member responsible for Group Liaison via groups@goc.org.uk.

1. Job Description

- 1.1. Welcome new members to GOC by email, phone or in person.
- 1.2. Respond to enquiries about GOC from potential new members and outside organisations by email, phone or in person.
- 1.3. Set a personal example of the core principles of the GOC, eg being courteous, open-minded, non-judgmental, friendly etc.
- 1.4. Provide a range of activities that members wish to attend. These can be social as well as outdoor activities and take place on one day or over several days, eg weekend events.
- 1.5. Encourage more people to come forward to lead events and ensure they are supported in their efforts.
- 1.6. Co-ordinate the diary of events for the group making sure that events are posted on the GOC website in time to meet the deadlines for the Outdoors magazine.
- 1.7. Oversee and maintain the group's webpage on the GOC website, including posting events or authorising event postings when created by a member, and chasing up post event write-ups to document what the Group has done.
- 1.8. Liaise with other GOC groups who border your area, seeking to find common ground or co-hosting events that are convenient to each group
- 1.9. Act as a link between the relevant GOC group and the GOC Board.
- 1.10. Encourage anyone who is interested in becoming members of the GOC Board or taking on other roles such as Webmaster or IT or Marketing Committee member.
- 1.11. Market the GOC at LGBTQ+ friendly establishments, eg by leaving business cards or consider participating in local Pride or other diverse events. Costs and material for these events will be covered by the GOC Board.

- 1.12. Mentor members (and share the workload) who may wish to take on the role of Group Coordinator when you step down.
- 1.13. Regularly check events in your area and make sure that the Women's Group is included if a woman is attending or leading the event.

2. Monthly Tasks:

- 2.1. Welcome new members.
 - 2.1.1. Go to the GOC website, site administration section <https://www.goc.org.uk/wp-admin/> and look at the top-level Dashboard. There you can see all the new members who have joined nationally plus their home town.
 - 2.1.2. Use the messaging function on the website to send them a friendly and welcoming message, introducing yourself and your local group.
 - 2.1.3. Try to find out if they will be at an event in the near future and seek them out at that event or ask someone else to reach out to them at their first event.
- 2.2. Update the website for new events, and post event write-ups. Seek to provide a balance of pictures and video clips and show any diversity in the membership who attend.
- 2.3. Send a message to all the subscribers to your group and encourage them attend any events in the coming month. Also give a brief review of any recent events and thank the event organiser(s).

3. Yearly Events:

- 3.1. Try and hold a festive period meal or event, and possibly tie that in with a planning meeting for the following year's events.
- 3.2. Review the previous year's events and see if there is a way to broaden the types of events or geographic areas, consider including more events accessible by public transport as we all seek to lower carbon emissions.
- 3.3. Attend the RAP session at the GOC Annual Outdoor Gathering, if possible.

4. Person Specification

- 4.1. A Group Coordinator needs to be a competent administrator, able to regularly attend events in their area and able to attend the RAP session at the Annual Outdoor Gathering.
- 4.2. They must have an open, friendly and welcoming approach and be polite at all times, even when dealing with a difficult situation.

5. General Qualities

- 5.1. As nearly all day-to-day interactions are via the internet a Group Coordinator needs to be computer literate and adept at writing clear emails.

6. Specific Skills and Experience

- 6.1. Will probably have been a GOC member for several years and have experience of leading walks and organising other events.

7. Appointment and Resignation

- 7.1. Group Coordinators volunteer by contacting the Group Liaison Officer either by telephone or via email on groups@goc.org.uk.
- 7.2. To ensure the continuity of GOC events, Group Coordinators are encouraged to find a replacement before they step down. It is preferred that they give 3 months' notice of their intention to resign.
- 7.3. Group Coordinators resign by contacting the Group Liaison Officer either by telephone or via email on groups@goc.org.uk.

Julian Donald

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