



Regional Community Site Manager

The role of Regional Community Site Manager is to support your Ambassadors in achieving KPI's, ensuring that all colleagues, Customers and Members are fully aware of the work being done in your local community

THE ROLE

To support the Regional Community Ambassadors, cascade information to all colleagues, build a relationship with your local foodbank and ensure Members and customers are aware of community activities taking place:

Attend the designated Regional Community Steering Group meetings and conference calls set up by the Ambassador

Ensure actions from meetings are fed back to colleagues

Ensure colleagues know about, and appreciate the work done by, your Local Charity Partner

Actively promote Regional Communities to colleagues, Members, and customers to maximise impact

Encourage colleagues to participate in the collaborative colleague/member volunteering opportunities

Build a relationship with your local Foodbank to ensure that collections are made regularly, and you are requesting the right products are donated

Provide timely information on outputs to your ambassadors e.g., fundraising activity, photography, and film

When talking to Customers, Members, Community Groups and Schools, promote the colleague volunteer programme alongside Member sign ups

Be proactive in highlighting grants that can be featured in PR visits to your Ambassadors and the Community Team.

Encourage colleagues to fundraise for local charity partner and designated Society national charities

COMMITMENT REQUIRED

A minimum of 4 hours per month is needed to fulfil this role:

- Ensure that commitments made at your Regional Community meetings are actioned by deadlines given
- Complete administration tasks (such as provision of stats/stories/impact information to your Ambassadors / Community Team)
- You are the liaison between the Society and your local community. EG giving good-will donations, keeping your calendar up to date with in-store bag packing and promoting the Community Fund etc.



USEFUL CONTACTS/INFORMATION LINKS

Community Team	Yourcoop.community@midcounties.coop
Your Co-op Community Fund	www.midcounties.coop/our-communities/funding/your-community-fund/
School Resources	www.midcounties.coop/our-communities/educational-resources/ colleaguesconnect.midcounties.coop/opportunities/developing-young-people/
Work Experience	www.midcounties.coop/our-communities/work-experience/
Young Cooperators Network	www.midcounties.coop/membership/young-co-operators-network/
Instore collections T&Cs	www.midcounties.coop/our-communities/community-hub/