

Role Description

Remuneration:	The role is not accompanied by any financial remuneration, although expenses for travel, accommodation and out of pocket expenses may be claimed according to current policy as published.
Time commitment:	Four Executive Committee in-person meetings per year. The Team Leader is expected to have regular meetings (online or in-person) with the Chair of Executive and General Secretary. They may be requested to represent Rotary GB&I at various events and meetings with key stakeholders.
Reporting to:	The Executive Committee
Maximum term:	There is a maximum term of three years for the Team Leader role. The total maximum term as a member of the team is five years, calculated through the combined terms as team member (max. 3 years) and team leader roles.

Core responsibilities and tasks

A. Purpose of the Team Leader is to:

- develop and promote the focus of the Team programmes in partnership with other Team Leaders and/or Specialists.
- maintain a customer-based focus, supporting Rotarians, Clubs and Districts, recognising the Team exists to inform, develop, support and share best practice.
- develop and maintain an up-to-date, informative, attractive and easily accessed presence on the Rotary GB&I website.
- coordinate the action of Team members and/or specialists acting as a focal point with prompt response to enquiries from members, Clubs and Districts.

B. Team Leader Responsibilities are to ensure:

- the Team Workplan is created and regularly monitored for progress, aligning goals to the Rotary GB&I Strategic Plan.
- That team budgets are adhered and that activity requirements are fed into future budgets for consideration
- team members fully understand the purpose and role of the Team, how it functions, and share in the development and delivery of its focus of activity.
- team members are communicated with regularly and kept fully informed of developments through effective communication.
- team members are fully engaged in the execution of their duties and accept cabinet responsibility as a member of the Team.
- relevant District Chairs/Coordinators encourage clubs to promote the Team area of focus.
- inquiries from District or Club members are responded to promptly either personally or by a designated member of the Team; that a record inquiry is held to assist in identifying potential development areas or improvement in communication.
- promotion and development of cross-team cooperation.

- activities and events maximise the opportunity for Foundation, Membership and Public Image dividends.

C. Key Team Tasks

- Identify and develop opportunities to promote the use of eLearning to educate and communicate the work of the Team to Districts and Clubs.
- Attend and chair Team meetings (audio and in-person) throughout the year, utilising the online format where possible to be cost-efficient and mindful of travel/time demands.
- Allocate responsibility for key projects and/or programmes to Team Members, declaring any vested interests in projects or Rotary supported charities.
- Submit articles for the members newsletter and relate changes for the Team's area of the Rotary GB&I website to the Team Administrator.
- Attend and actively participate in any Rotary GB&I events or Competition finals relevant to the Team.
- Attend any Seminar/Workshop or equivalent and lead the Group related to the Team's work as requested.
- Help to identify and develop future leaders and facilitators with skills, knowledge, experience, attitudes and competencies relevant to the work of the Team.
- Attend and actively participate in the RI Co-ordinator meetings (audio and/or in-person) as directed by the RI Director/Leader of the Association or Chair of Executive.
- Identify and share with the Executive Committee identified opportunities for joined-up working involving other Teams relating to proposed initiatives.
- Direct team activities in accordance with the Team Workplan.
- Liaise with the Rotary Support Centre team on matters affecting the Team programmes, budget and promotional material, ensuring that the Rotary Voice and Visual Identity Guidelines are followed in all publications and communications (internal and external).
- Keep District leaders informed of developments relating to the Team's programmes.
- Promote and develop the Team programmes, relating them to the focus of Rotary GB&I.
- Identify appropriate partnerships with outside bodies, to benefit the Team programmes.
- Maintain all Rotary standards and values, including the promotion of good internet etiquette

D. Adding value

- Apply personal expertise with due regard to both the business and social aspects of the association.
- Be familiar and keep up to date with sector issues; particularly focus on specialist Team area.
- Role model good governance practices and behaviours.
- Get out and about within the association including periodic attendance at relevant meetings and visits to Districts as required and agreed by the Chair of Executive.
- Build and maintain good relationships with key stakeholders
- Act as an ambassador and representative for the organisation, upholding the reputation of the association and its values and objectives.
- Network and promote the achievements, purposes and benefits of the association.

Person Specification

The Team Leader will already have been in a Rotary leadership position or have professional specialist area experience with a good reputation for achievement. The Team Leader must meet the following requirements:

Personal Qualities

- Actively role models the professional conduct expected by the Association's senior leadership and the wider governance structure. Demonstrates credibility and integrity, supporting the values, ethos and objectives of the association.
- Proactively demonstrates strong commitment to equality and diversity.
- Values service improvements; strongly champions the right of Rotarians to have access to excellent services.
- Able to lead and inspire the Team, building confidence in the specialist area for the Executive Committee.
- Listens to others and actively contributes to decision making when it is required.
- Enabling and supportive management style that motivates volunteers to deliver the best.
- Open to learning and development, for self and volunteers; fosters a learning culture throughout the organisation.
- Has the time and commitment to effectively discharge the responsibilities of the Team Leader.

Experience

- Extensive experience of operating within a customer focused environment;
- Good business acumen and experience of handling issues;
- Good experience of the broad span of Rotary service activities, understanding how the defined specialist areas of the team support membership development, public image and overall member experience.

Knowledge and Skills

- Strong communication and interpersonal skills, able to liaise effectively with a wide range of audiences.
- Strong planning skills, able to develop strategic thinking and encourage others to contribute.
- Able to assess risk and promote risk awareness without being risk averse.
- Able to challenge appropriately and hold volunteers to account; with a wider vision to raise standards across the organisation.
- Skilled at bringing people together to generate a strong team spirit, able to work collaboratively, building consensus and encouraging 'cabinet style' decision making.
- IT literate, comfortable with using MS Office and email. Understands strategic importance of IT and business systems in the running of a major business.