



Rotary District Coordinator - Role Description

Role duration: 3 years, with a chance to review annually

Time expectation: 1-2 hours per week on average (variable dependant on activity)

ShelterBox is seeking a Rotarian who is passionate to work with us to help shelter more families after disasters strike. The focus of this networking role will be to become the representative of ShelterBox across your District by developing relationships with Rotary clubs and supporting their activity.

We want Rotary clubs across Great Britain and Ireland to feel the impact of the Project Partnership we share, remain connected and feel fully supported. The role of Rotary District Coordinator is fundamental in making this happen.

Rotary District Coordinator, Volunteer Role Profile:

- Regular communications with clubs in your District to build relationships and seek opportunities to bring them closer to our work through personalised engagement.
- Create opportunities to involve ShelterBox at Rotary events within the District e.g. District Conference.
- Work with the ShelterBox team to provide support, guidance and resources for ShelterBox activity in your District eg. club fundraising and events.
- Regularly update the Rotary Engagement Officer with news of ShelterBox activity, stories and photos from your District and Clubs within.
- Keep connected and share best practice and ideas with Rotary District Coordinator team and wider ShelterBox volunteer network

Activity:

As a voluntary role and as the 'go to' representative in your District, the way in which you could carry out the role will vary, however here are some examples of the type of activity that we would like you to get involved with:

- Plan the ShelterBox presence at District conferences and events and attend to represent ShelterBox.
- Contact all relevant officers (District Governor, International Chair, District Secretary, Website & Social media Admin. Youth Lead) in the district and at Club level **at the start of each Rotary year** as an introduction and reminder of your role, an opportunity to thank for their support and to explain the impact and continuation of the Partnership

- Ensure your contact details, and ShelterBox information is included, kept up to date and is visible on your District website and any other relevant online or social media platforms.
- Encourage Clubs in your District to keep you updated of any activity and fundraising they are doing to support ShelterBox including sharing of photos.
- Update Clubs throughout the year of ShelterBox news, responses, fundraising campaigns and ideas to support.
- Deliver speaker presentations to clubs or at District events either virtually or in person
- Ensure ShelterBox monthly email updates are shared in District communications such as newsletters, website or social media platforms and any additional ShelterBox news or fundraising campaigns are communicated the same way.
- Follow relevant Facebook pages including your District page, Club's pages and ShelterBox main page, Rotary and ShelterBox Group page to allow posts to be shared and commented on.

Skills and experience required:

- A current member of Rotary Great Britain and Ireland
- Passionate about the work of ShelterBox and the partnership we share
- Ability to develop links, build relationships and seek opportunities within your District
- Basic understanding of IT, video conferencing, social media platforms and an open approach to learn new systems

Support and guidance offered by ShelterBox:

- Regular one to one contact with ShelterBox HQ
- Quarterly virtual catch-ups with the UK District Coordinator network led by the Rotary Engagement Officer.
- Quarterly virtual one-to-one catch-up with Rotary Engagement Officer.
- Regular invites to additional volunteer updates and networking opportunities
- Buddying and shadowing opportunities with other volunteers
- Optional additional training for your volunteering activities, ie. training for delivering talks
- A branded polo top, name-badge, ShelterBox email address, volunteer handbook and the resources necessary to support Rotary activity

As a District Coordinator, your personal contact details may be passed to Rotarians by ShelterBox staff, who wish to establish a connection to enable their Club or District to support ShelterBox

Your named contact within the team:

Fiona Turner - Rotary Engagement Officer (Community Team)

John Cleverley – Rotary Marketing and Communications Officer (Community Team)

Volunteering with ShelterBox

We ask everyone to complete an application form, which is followed up with an informal interview. If we both feel it's a suitable role for you, we will take up references and then organise an induction for you. You will receive a Volunteer Handbook, telling you about the policies and procedures you need to know about, including how to claim expenses.

Volunteers provide vital support and are an integral part of the ShelterBox family. We will:

- Send you fortnightly Volunteer newsletters and the ShelterBox magazine
- Invite you to join our Volunteers Facebook page where you can hear from and connect with other volunteers
- Invite you to attend or view webinars
- Provide access, with support, to an online portal to manage diary and sign up for talks and events in your community
- Provide access, with support, to our online Volunteer Resource Area where you'll find digital guides, assets and resources