



WOMEN IN THE FIRE SERVICE UK

Women in the Fire Service UK is an organisation which provides its members with access to support, guidance, training and personal development, promoting equality and diversity helping women achieving their full potential within the Fire Service.

Job title: Regional Representative for WFS

Purpose of Job:

To represent, support and promote the aims and objectives of the WFS mission statement and Constitution at Regional level;

To organise events within the appointed region and support other regional colleagues with their events;

To attend and represent appointed region at annual National event and WFS promotional events;

Key performance areas:

- Assisting and contributing to promoting the Network through regional forums, campaigns, marketing activity, conference and all other channels to the existing and potential membership.
- To arrange and chair regular Regional meetings of the WFS and to channel information from the NEC to the regional membership;
- To liaise and consult with the Executive Committee on matters arising from the regional meetings and feedback from membership;
- To foster good working and communications relationships with Principal Officers and HR;
- Communicating with WFS Administration Manager on current events and progress;
- Supporting and developing local service representatives;
- To be available and visibly support and counsel regional members where required;
- To ensure that equality of opportunity and fairness is embedded throughout all Network activities, external and internal relationships, in accordance with legislation;
- To represent the Network at regional and local events;

Key Relationships/Partnerships:

- NEC
- WFS Administration Manager
- Membership
- Local partners and Stakeholders

Main duties and responsibilities:

- Leading Regional Committee meetings and promoting the Network;
- Managing and liaising with local/regional business partners in the promotion of the Network as directed by the National activities of the NEC
- Attending events whenever possible
- Channelling information and building on relationships;

Person Specification***Essential***

- Leadership qualities;
- Experience of public speaking to wide range of audiences; presentations; chairing meetings;
- Excellent command of English and good written communication skills;
- High standard of personal presentation;
- Interpersonal skills;
- Negotiating and influencing skills

Desirable

- Good IT skills
- Line management experience
- Partnership working experience

Health and Safety: All Regional Representatives have a responsibility for their own health & safety and that of others while undertaking their duties and a general duty to assist the Company in complying with its health & safety obligations.

Further information is available by contacting Karen Smith at karen@wfs.org.uk