

Role Profile of Coordinators

Job Title: Local/Branch Coordinator (BC LMA)	Function: LMA Membership (Voluntary)	Reports to: Regional Coordinator / National Coordinator
<p>Main Purpose of Role (summary definition of job)</p> <ul style="list-style-type: none"> To lead & manage predominantly LMA local branch comprising local members and international members. To build and recruit new members whilst ensuring all head office regulations are followed precisely with room for innovative ideas without derailing from core LMA vision, mission and values. 		
<p>Main Duties (in order of importance)</p> <ul style="list-style-type: none"> Sells LMA membership ethically to all people and organisations within the qualifying age and membership requirement range. Plan and organise own work routine and schedule to achieve set targets by head office in line with both own and manager's criteria. Undertakes effective prospecting to generate new membership. Ensures branch members are well informed of all news, meetings and other updates via Regional/National Coordinator and head office. Launches with the help of his/her core officers to launch local projects funded from the local branch's coffers. Supervises and inputs into the drafting of his/her local constitution in line with overall LMA constitutional requirements. Maintains and regularly reminds members and new members of LMA worldwide constitution and local constitution. Ensures all fees payable are paid on time. Ensures all fees payable into the national coffers are dully paid on time. Can organise events involving all national members that invites outside speakers by obtaining approval from head office/national coordinators. Maintains regular contact with all local members and international members. Proactively embarks on suggesting new ideas etc. via head office and national coordinator. Ensures regular meetings are held to review local projects being run. Maintains and enhances own knowledge and skills required for this role. Ensures all unlawful activities and disciplinary procedures are reported, erased and followed respectively. Keeps abreast with news, events on LMA website, regulatory and industry developments/changes. Recruits 10 new members yearly. <p>Duration: 2years reviewable</p> <p>In addition to the duties listed above Local/Branch Coordinators may, from time to time, be required to undertake other duties as requested by their line manager or head office.</p>		

<p>Key Success Factors</p> <p>Individual Performance Indicator</p> <ul style="list-style-type: none"> To generate membership through prospecting, word of mouth and presentations. To maximise membership opportunities. To provide an ethical service and fully explain the terms of each type of membership and the constitutions. To operate in line with LMA standards. To ensure that new members are generated across the designated branch territory. To generate referral opportunities for LMA consultancies with businesses and organisations. 	<p>Expected Deliverable & Benefits</p> <ul style="list-style-type: none"> Quality and quantity standards met as defined by your line manager. Regular reviews of performance by LMA management. Personally enrolled on LMA available leadership & mentoring. Management goodwill occasionally given to performing coordinators. Other available incentives in cash and gifts. References provided in support of main jobs. 		
<p>Profile</p> <table border="0"> <tr> <td data-bbox="156 824 408 958"> Business Acumen Communication Skills Continuous Improvement Customer Skills Developing People </td> <td data-bbox="928 824 1289 958"> Influencing Skills Leadership Planning & Self Management Problem Solving & Decision Making Team Working </td> </tr> </table>		Business Acumen Communication Skills Continuous Improvement Customer Skills Developing People	Influencing Skills Leadership Planning & Self Management Problem Solving & Decision Making Team Working
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<p>Technical Skills/Experience required:</p> <ul style="list-style-type: none"> Laptop/PC navigation skills. Proven leadership/management skills, preferably within a charity, NGO, membership association or direct sales environment. Previous success in a 'target-driven' role 	<p>Qualifications/Experience Required:</p> <ul style="list-style-type: none"> Degree Holder/HND Holder or equivalent. Senior High School Certificate holders can also apply subject to proven leadership experience. 1 year or more years experience in leadership. Able to provide 2 referees commenting on character and work habits. 		

All initial enquiries are to be made via the National Coordinator who will take potential applicants through the basic requirements. All completed applications are to be made directly to LMA Head Office. Please email leadershipacademy@ymail.com to ask for more information. www.lmacademy.com .