

Role Profile of Coordinators

Job Title: Regional Coordinator/Volunteer Director (RC/VD LMA)	Function: LMA Membership (Voluntary)	Reports to: National Coordinator and President/Founder
<p>Main Purpose of Role (summary definition of job)</p> <ul style="list-style-type: none"> To lead and assist national and branch coordinators of LMA within a nation. To actively coordinate the activities of the LMA Think Tank committees whilst acting as Volunteer Director in making sure that decisions are fair and in line with laid down procedures and rules as given by LMA Head Office. Position is earned by the recommendation of branch coordinators, Think Tank Committee or by the National Coordinator to the LMA Head Office/Founder. Can also be appointed directly by Head Office where such individual had been an effective Branch Coordinator or an influencing figure in society. 		
<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. Undertakes effective prospecting with the help of the National Coordinator and the Think Tank Committee into new and proactive projects necessary to bring in new members and expand LMA awareness and presence in its chosen industry. Ensures branch coordinators are well informed of all news, meetings and other updates from head office. Responsible for the running, coordinating, communication and upkeep of all Think Tank Committees with the help of local branch coordinators. Maintains and regularly reminds regional and branch members and new members of LMA worldwide constitution and local constitution. Ensures all decisions taken by the think tank committees are well codified and forwarded to the appropriate authorities. Can deputise National Coordinators and Branch Coordinators in events involving all national/branch members that invites outside speakers by obtaining approval from president/founder and directors. Maintains regular contact with all branch members and international members whenever necessary. Does not encourage any member to derail from the Christian principles upon which the foundation of LMA rests but ensures that such principles are followed by all members and branches via the regional and branch coordinators. Proactively embarks on suggesting new ideas etc. via head office. Can recommend the removal and sacking of a branch coordinator. Ensures regular meetings are held to review local and national projects being run with project officers. Maintains and enhances own knowledge and skills required for this role. Keeps abreast with news, events on LMA website, regulatory and industry developments/changes. Recruits 20 new members yearly. <p>Duration: 2years reviewable</p> <p>In addition to the duties listed above National Coordinators may, from time to time, be required to undertake other duties as requested by 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 nationally. • Ensures effective networking is built with other similar organisations or associations. • To operate in line with LMA Christian standards whilst building himself/herself on such standards. • To ensure that new officers/members are generated across the designated national/regional/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. • Available incentives in cash, discounts and gifts. • References provided in support of main jobs. 		
<p>Profile</p> <table border="0"> <tr> <td data-bbox="156 846 497 1070"> Business Acumen Communication Skills Continuous Personal Improvement Customer Skills Problem Solver Excellent Decision Maker Excellent Interpersonal Skills Good Character </td> <td data-bbox="928 846 1270 1099"> Influencing Skills Strong Leadership & Management Planning & Self Management Volunteering Skills Time Management Skills Team Working Strong Conflict Management Skills Flexible and Adaptive Analytical and Forward Thinking </td> </tr> </table>		Business Acumen Communication Skills Continuous Personal Improvement Customer Skills Problem Solver Excellent Decision Maker Excellent Interpersonal Skills Good Character	Influencing Skills Strong Leadership & Management Planning & Self Management Volunteering Skills Time Management Skills Team Working Strong Conflict Management Skills Flexible and Adaptive Analytical and Forward Thinking
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<p>Technical Skills/Experience required:</p> <ul style="list-style-type: none"> • Laptop/PC navigation skills. • Letter writing, internet browsing skills and power point 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/Business Owner/Professional. • 2 or more years experience in leadership/Management. • Able to provide 2 referees commenting on character and work habits. 		

All completed applications are to be made directly via the National Coordinator to the LMA Head Office. Please email leadershipacademy@ymail.com to ask for more information. www.lmacademy.com.