JOB TITLE: INTERNATIONAL RELATIONS OFFICER (IRO)

JOB SUMMARY

Represent the Association at International meetings and be responsible for directing the international policy of the Association.

RESPONSIBLE TO

National President

DIRECT REPORTS

YAP Convener

RESPONSIBILITIES AND DUTIES

- Attend International AGM & International HYM (as a minimum)
- Attend other countries AGMs on behalf of GB&I
- Responsible for hosting International guests at GB&I home events (e.g. AGM, NSSW etc)
- Represent the interests of the Council of those Overseas Clubs which are members of the Association.
- Liaise with his International counterparts
- Introduce strategies being developed in other countries for implementation in GB&I (sharing best practice, learning from others)
- Support Clubs and individuals to develop and maintain relationships with Clubs in other Countries and 41 International
- Assist overseas 41 Club members to improve links with GB&I.
- Liaise with and assist the YAP Convener
- Organise and manage the International Committee
- Be the main point of contact for all International clubs.
- Provide International content for inclusion within GB&I Website, newsletter and social media etc.
- Creating International networks

PERSON SPECIFICATION

Skills and Knowledge

Essential

- Must be an Ex-Roundtable member
- Able to visit other countries – flexible working & travel
- Understand the details of the International 41 Club and how best to implement it for the benefit of 41 Club GB&I.
- Hold a valid Passport

- Able to communicate and interact with 41ers from different backgrounds and cultures
- Excellent interpersonal and communication skills, and ability to build rapport and credibility with a wide range of stakeholders.
- Ability to listen

Desirable

- Confident in liaising with members from all over the world
- Proficient in the use of social media platforms
- Speak another language

Key Activities

- As a member of the National Council team implement decisions made by the Council/Members and carry out the business of the Association
- Be responsible for all International matters of the Association