



New Group Organiser Role Description

NWR is a membership organisation for women that has been bringing women together for over 60 years for social activities. We provide an opportunity for women to meet to take part in informal discussions and other fun activities to promote friendship, self-education and confidence.

We rely on the time and expertise of our volunteers for the efficient running of the organisation.

More information about the role can be found here: <https://nwr.org.uk/volunteer-for-nwr-as-a-new-group-organiser/>

Main purpose of role

We hear from many members about how much joy NWR membership has brought to their lives; the friendships formed, companionship and wide-ranging conversations held. We want to reach more women to give them this opportunity.

Following the success of the new groups in Hertfordshire, we are recruiting volunteers across the country to set up new NWR groups in their area.

These NWR groups will meet for conversation and informal discussions in a local pub or bar with a set theme – this theme acts as an icebreaker and ensures that no two meetings feel the same! Themes could cover a wide range of topics and are designed to be light-hearted and an opener for conversations that could lead anywhere (and usually do!).

Your role would be to run the group: promote it, schedule and run the meetings and respond to enquiries.

Why take on the role?

Volunteering with NWR provides excellent opportunities to gain new or build on existing skills and meet lots of lively-minded women!

Whilst we have set out the key tasks and responsibilities of the role, there is flexibility in when you perform them, meaning you can fit it in with your existing commitments and interests.

Full support is provided by NWR staff and a friendly support network exists with other volunteers. You need never feel alone.

What type of person are we looking for?

We are looking for a woman who has a passion for organising social groups and meeting new people and would like a flexible voluntary role that allows her to make a difference to peoples' lives.

She must enjoy meeting and talking to new people, be familiar with using social media and have excellent administration and IT skills. In a nutshell, we're looking for a "people person" who is comfortable with a spreadsheet and social media!



Tasks and responsibilities

- Identify town/city to base group in
- Write and launch social media campaign to recruit members using templates provided by NWR
- Respond to enquiries and maintain lists of those interested in attending. Keep them informed of group activities
- Schedule meetings, identify topics and book the venue
- Lead the meetings, ensuring that everyone is made to feel welcome and has an opportunity to contribute if they want to. Promote the benefits of NWR membership.
- Create material to promote the group eg. posting a write up of the meeting online.

What will we provide?

We will provide training and support from staff who have experience of setting up and running a group as well as templates and promotional material for you to use. You would also be part of a friendly network of other volunteers.

Additional information

Your main point of contact at NWR is the Volunteers and Recruitment Manager.

You will mutually agree with the Volunteers and Recruitment Manager the location of the group you will start and key details such as the venue and dates of the meetings.

The amount of time spent on the role will vary from week to week. It is estimated that the role will require 10 hours a month, which includes time spent at your meetings.

If at any time the role becomes unmanageable or you have any concerns about your ability to perform the role, you should inform the Volunteers and Recruitment Manager immediately.

Travel expenses to the meetings will not be reimbursed. Pre-approved expenses will be reimbursed.

The role is voluntary and as such unpaid.

How to apply for the role

Interested? Please email Cath Heslop at cath.heslop@nwr.org.uk explaining why you're interested in the role, outlining your relevant experience and what skills you can bring.

Prior to appointment we will arrange to have an informal chat with you about the role, either in person or remotely. References will be sought.