



Ileostomy & Internal Pouch Association

Registered Charity

# Area Co-ordinator

## Role Description

**Main contact:** Group Relationship Lead

**Reference:**

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### About IA

Ileostomy and Internal Pouch Association, known as IA, has been specialising in supporting people living with an ileostomy since 1956. In 1993, IA extended its support network to include people living with an internal pouch. What makes IA unique is not only its extensive network of local groups across the UK and Ireland but also the majority of our volunteers are themselves living life after surgery. Not only do our volunteers offer support but they can offer the lived experience – something tremendously valuable to our members and those considering surgery when faced with such a difficult decision to make.

### About the role

This role helps to raise the profile of IA at a local level. Each group covers a defined geographical area, and the Area Co-ordinator has a vital role in planning activity and engaging with members in these communities. The role helps to provide high quality support to members and those who could benefit from our help.

The Area Co-ordinator acts as the main contact of IA locally, maximising opportunities to increase the impact of our work.



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## Main tasks and activities:

- Liaising with colleagues at National Office to draw up annual activity plans for the area.
- Assisting with the recruitment of other volunteers and supporting them to increase capacity in the area.
- Acting as the main contact for the group in the area.
- Act as a finance signatory and work with the National Office to agree any budgetary requirements.
- Attending quarterly online volunteer network meetings to share information with National Office and others in the group network.
- Attending the annual Information Day/AGM, acting as the Company Law Member.
- Organising meetings for volunteers in the area to share updates and information.
- Leading on the production of the annual report to highlight the impact that the group has made to members and the wider community.
- Champion all relevant IA group policies and keeping informed of any updates to these policies.
- Ensuring that the group acts in the best interests of members, in line with the group agreement.

## About you

We are looking for somebody who is:

- An advocate for IA with the ability to actively promote the charity.
- Able to represent IA positively through our values of being trusted, independent, professional, compassionate, innovative, and knowledgeable.
- A basic understanding of the geographical area, and the challenges and opportunities that exist.
- Able to plan activities that engage with diverse communities.
- Able to communicate effectively with members, other volunteers, and National Office.
- Willing to work with the National Office team to discuss successes and challenges on a regular basis.
- Committed to volunteering with us flexibly for a minimum of 12 months, up to a maximum term of six years.



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## What IA can offer you

- The opportunity to be a part of an active network of volunteers who are committed to supporting people with an ileostomy or internal pouch.
- The opportunity to make use of your existing skills, whilst being supported to develop new ones.
- A friendly and encouraging team who can help you to realise your goals.
- A named contact to provide dedicated and ongoing support to you throughout your volunteering role.
- Dedicated training as appropriate to the role.
- The opportunity to attend networking events and information days.
- Reimbursement of agreed out of pocket expenses incurred while carrying out activities, e.g. travel, lunch, in line with our expenses policy.

For further information about this role or to express an interest, please contact us at [volunteering@iasupport.org](mailto:volunteering@iasupport.org) or visit <https://iasupport.org/get-involved/volunteering/>

**Scan the QR code to find out more about volunteering with us!**

