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Role profile: Regional Network Coordinator (RNC)

Role description

The primary role of the Regional Network Coordinator is to provide opportunities for interaction between Commonwealth Scholars within the same region to generate a strong sense of community amongst Scholars. Regional Network Coordinators should actively encourage all Scholars and Fellows in their region to take part in activities whilst studying in the UK.

Regional Network Coordinators should ensure that other Scholars are able to contribute to the creation and organisation of events and should encourage University Representatives and other Scholars to participate in their Regional Network as much as possible.

Regional Network Coordinators will have access to an annual Regional Network budget for events. Details of each network budget will be provided to successful candidates on appointment.

Main responsibilities

1. Acting as a point of contact for Scholars and the social media ambassador for the region

* Act as a central, proactive contact for all Scholars in your region.
* Share your personal information with other Commonwealth Scholars, including your name, country of origin, university, programme of studies, and email address.
* Provide a personal profile including a summary of your ideas, your contact details, and a photo to be displayed on the [CSC website](https://cscuk.fcdo.gov.uk/networks/regional-networks/).
* Be active on social media to support CSC events and maintaining a relationship with fellow Scholars who can also play a key role in promoting the CSC.

2. Organising events

Organise a minimum of four events for your region throughout the year. The CSC will encourage RNCs to host a mix of some in-person and some online events to enable as many Scholars as possible from each region to get involved. We will encourage RNCs to work with the Student Engagement Officer (Sharmin) sharmin.choudhury@acu.ac.uk to establish the most appropriate activity format as these continue to be planned throughout the year.

3. Coordinating Facebook group

* Manage and contribute to the Regional Network Facebook groups using a Facebook profile in your name (this can be personal or professional) to encourage interaction and engagement from members.
* Take and upload photos of events to the Regional Network Facebook groups.

4. Working with other Regional Coordinators

* Liaise with your fellow Regional Coordinators in other regions to assist in the coordination of any UK-wide events.
* In larger networks, where there are several Regional Network Coordinators appointed to manage their region, Coordinators are expected to collaborate and work together on activities where possible.