

NATIONAL EXECUTIVE COMMITTEE - JOB DESCRIPTIONS
6 Principal Officer Posts

CHAIR – Principal Officer (revised November 2015)

Main Function

To take responsibility for the promotion, development and maintenance of the LDWA in accordance with its agreed aims and objectives

Main Responsibilities

1. To review ongoing activities, plans and strategies in conjunction with the members of the National Executive Committee and to develop a Business Plan to show how these aims and objectives can be met.
2. To take responsibility for the Chairing of the National Executive Committee and the AGM and any other appropriate Committees.
3. To monitor and support the work of all members of the National Committee ensuring they have access to adequate resources and support in order to implement their tasks efficiently and effectively.
4. To ensure that non-committee volunteers working for the Association are monitored and adequately supported.
5. To brief and support new members of the National Committee and assist them with the development of their roles.
6. Promote the production of guidelines, training and support to ensure that the activities of the LDWA are undertaken with due regard to safety.
7. To keep the National Committee updated on progress and issues in connection with service delivery and to provide a written report for the Annual General Meeting of the LDWA.

Essential/Desirable Qualities and Experience

Must have prior experience of working within the LDWA ideally at National Committee level or at Group Level. Experience of management (including staff management) at a senior level would be highly advantageous.

TREASURER – Principal Officer (revised November 2015)

Main Function

To manage the income and expenditure for the LDWA and to advise the National Executive Committee on Finance matters generally.

Main Responsibilities

1. Maintain the Association's books to an auditable standard.
2. Make payments authorised by the Committee and ensure that adequate arrangements are made for banking all payments received.
3. To ensure that on line banking accounts are adequately monitored by another member of the National Committee.
4. Prepare an annual budget in accordance with current requirements set by the National Committee.
5. Prepare a Financial Statement and Report for the Annual General Meeting of the LDWA 6. Present recommendations regarding investments and the annual subscription rate.
7. Ensure that the Association meets all statutory financial requirements (e.g. VAT requirements).
8. Monitor and control the financial risk profile for investments and any other assets to ensure it remains appropriate and ensure best practice is applied to prevent fraudulent use of funds.
9. Ensure there is suitable and adequate insurance cover in place and lead the administration of any claims, in conjunction with the insurers, keeping records of claims.
10. Ensure there are adequate cash resources to meet expected liabilities in a timely manner.
11. To keep the National Committee updated on progress and issues in connection with service delivery.

Essential/Desirable Qualities and Experience

Previous experience of working in the Financial Sector is highly desirable and/or experience of working as a Treasurer in a similar organisation

SECRETARY – Principal Officer (revised November 2015)

Main Function

To act as Company Secretary, provide secretarial support to the National Committee, and be the focal point for the Associations correspondence.

Main Responsibilities

1. Prepare an agenda for all General and Committee Meetings, arrange meeting dates and book meeting rooms.
2. Ensure the circulation of relevant material to Committee and other members.
3. Take responsibility for the accuracy and distribution of minutes for all General and Committee meetings. Place on Committee Notes website when approved.
4. Provide a fulcrum for correspondence, both within and without the Association, and ensure that all enquiries are passed to the appropriate officer.
5. Receive nominations for the National Committee at the appropriate time before the AGM, and if necessary organise a ballot of the candidates.

6. Take responsibility for the AGM booklet and the Annual Report to the AGM.
7. Ensure that the Association's records, correspondence files and archives are properly maintained.
8. Make representations on policy, either by letter or in person, to outside bodies and agencies.
9. Maintain a directory of Committee members, and also non-committee members undertaking duties on behalf of the Association.
10. Ensure that the Association meets all statutory non-financial requirements.
11. Co-ordinate attendance at external meetings and receive minutes and reports.
12. Ensure that the addresses of relevant current officers are circulated to publishers and kindred organisations and make representations whenever inaccurate information is published.
13. Keep the National Committee updated on progress and issues in connection with service delivery and to provide a written report for the Annual General Meeting of the LDWA.
14. Complete Directors' appointment and retirement forms and ensure these are filed at Companies House via R F Miller.
15. Ensure Annual Return to Companies House is sent by 25th February each year.

Essential/Desirable Qualities and Experience

Experience of taking notes of meetings and dealing with correspondence together with a knowledge of how the LDWA operates would be useful. A practical approach to dealing with issues is essential. Familiarity with the LDWA Constitution, Bylaws and Procedures is highly desirable.

IT and INTERNET – Principal Officer (revised August 2019)

Job Description:

National IT and Internet Officer

Reports to:

LDWA Chair

Member of:

National Executive Committee (NEC)

Start Date:

15 March 2020 (At the AGM)

Normal tenure:

4 years

Purpose of the role:

General:

- To ensure the effective operation of the LDWA's IT and Web infrastructure, ensuring that costs are controlled and services meet Members' and the wider public's needs

Specific:

- To keep the current infrastructure running stably at minimum cost, while planning for a major rebuild of the entire LDWA online presence in 2-5 years' time

Budget:

£10k-£30k p.a. inc VAT

Likely time requirement:

10 hrs/week

Remuneration:

Voluntary. Reasonable travel expenses are reimbursed and a modest home computer usage allowance is claimable

Key interfaces:

- IT Services are provided to LDWA by a third party supplier, Mobius Media, based in Hessle, near Hull. They were appointed in October 2017 after a tender process that took about 9 months. The IT Officer must work closely with the supplier to scope out work, maintain costs and deal with technical issues
- A number of volunteer Members provide support on an as needed basis to the IT Officer

Key tasks:

Mission-critical:

- Developing a strategy for the future development of the LDWA IT infrastructure. This is a major project, costing £200-£300k, which will start in 2-5 years' time. It will completely reassess from bottom-up the LDWA's IT needs; specify content and functionality to deliver them; then build, test and deliver the new system. The project may need bought in external expertise and will take at least a year to finish
- The 2020-2024 IT Officer might not actually start this project during the duration of his or her tenure, but should lay out all the foundations for it

LDWA strategic:

- Acting as a member of the LDWA National Executive Committee, contributing advice and guidance in areas of expertise, and taking collective responsibility for the direction and leadership of the Association
- Reporting on IT progress to the AGM and to quarterly LDWA NEC meetings
- Estimating, requesting and managing an appropriate annual budget for day to day operations

Operational:

- Specifying any new functionality which NEC deems mission-critical, then monitoring projects and testing prototypes as the IT supplier builds the new functions
- Managing the upgrade of current functions, as requested by NEC members or as advised by the IT supplier in order to deal with obsolete software or to remedy security defects
- Dealing with crises – e.g. spam problems or issues with the membership system
- Using the admin (content management) system to create or modify pages or menus on the website

- Resetting admin passwords for the NEC, dealing with queries from the Local Groups
- Writing user guides for new functionality, and other reports as requested by the NEC or the Membership
- Testing new functionality
- Liaising with the other LDWA teams (notably Long-Distance Paths) and helping ensure that LDWA online services meet their genuine needs

Essential skills, experience and personal attributes:

- Natural enthusiasm for the sport of Long Distance walking
- Strong interpersonal skills, with the ability to defuse difficult situations when bugs arise and the tenacity to maintain effective relations with the IT supplier
- Diligent work ethic, with the flexibility to access and work on IT issues if necessary, at short notice, from office, home and remote locations
- Proven delivery expertise, with a results focused approach to problem solving
- Advanced communication ability, both written and oral, in order to help Members to understand and engage with the case for a major systems upgrade, and to translate complex IT issues into terms which are understandable by the NEC and wider Membership
- Refined motivational strengths, with the ability to inspire people to share in the LDWA's IT vision and to persuade others to contribute to the resolution of LDWA IT issues, often under stressful conditions, against tight deadlines, and with little financial reward
- Sound understanding of Information Technology across all platforms, including mobile, desktop and app-based
- Practical experience in website management, ideally with some knowledge of simple HTML coding

MEMBERSHIP SECRETARY – Principal Officer (revised October 2015)

Main Function

To be the main contact point for all matters relating to the maintenance and delivery of the membership system.

Main Responsibilities

1. Process all postal and online applications for, and renewals of, membership including issuing reminders to late renewers. Bank cheques and provide full information to the Treasurer. The Membership Secretary is ultimately responsible for the collection of in excess of £100,000 in membership subscriptions annually.
2. Maintain accurate and up to date records on the online membership database and all recipients of *Strider*.
3. Supply merchandise and other items as requested in conjunction with renewals and applications.

4. Oversee the design and printing of the membership and renewal forms, membership card and welcome letter.
5. Take full responsibility for the distribution of *Strider* from the point of dispatch onwards, including compiling mailing lists and replacing lost or damaged copies.
6. Ensure all relevant documents are with the mailing agency as and when requested.
7. Make membership statistics available to the Committee.
8. To keep the National Committee updated on progress and issues in connection with service delivery and to provide a written report for the Annual General Meeting of the LDWA.
9. Act as the contact for all member queries as the 'LDWA Helpdesk'.

Essential/Desirable Qualities and Experience

This post requires a person able to devote a considerable portion of time throughout the year to the job, and to work at pressure, particularly at certain periods (e.g. main renewals in December and January). The role would naturally suit someone with experience of managing, or maintaining a complex records or specifications system, (for example: medical records, a membership data base, or manufacturing component or ingredient specifications).

Additional information on this post provided by the current postholder:

Skills required for this post include:

- Good communications and public relations skills on telephone and in writing.
- Ability to understand, follow and enhance complex and interlinked processes regarding the membership system, renewals, and the annual cycle of the LDWA.
- Delegation to others and working within a team.
- Working to fixed time schedules – a number of tasks have to be done on certain days or within certain timescales (for example submitting Direct Debit files, amending Direct Debit details etc).
- Basic IT skills: to include production, use and editing of spreadsheets, uploading files to third party websites e.g. for Direct Debit collection, use of Microsoft Word to prepare membership reports and newsletters for bulk mail, and, (not absolutely essential) Power Point for presentation at AGM.
- Ability to self-prioritise tasks to ensure the priorities are addressed first.
- Basic understanding of the Direct Debits and the UK banking system.
- Understanding of the LDWA and its National Executive. How it works and who is responsible for what, so member queries can be answered or forwarded.
- Attention to detail and accuracy of data management.
- A basic understanding of the Data Protection Act, and the ability to maintain confidential information.

EDITOR – Principal Officer (revised October 2015)

Main Function

To edit and oversee the production of three *Strider* magazines per year (normally April, August, December).

Main Responsibilities

1. Read, select and edit material for *Strider*.
2. Write the editorial column for *Strider* and contribute extra copy if required.
3. Receive, select and distribute books for review. Receive press releases and other such material and process as required.
4. Take responsibility for the preparation of pages including photos and design, in collaboration with printer.
5. In consultation with printer, arrange production schedule and liaise with printer throughout production process.
6. Take responsibility for proof-reading *Strider*.
7. Co-produce Hillwalkers Annual Report with compiler, take responsibility for proof-reading, and liaise between compiler and printer.
8. Organise crossword, Puzzlers Plod and other competitions, liaising with compilers, mark entries, select winner and purchase and dispense prizes.
9. Liaise with Local Groups Secretary and Events Secretary to ensure that Group Walks and Events listings are included in *Strider* as appropriate.
10. Take the lead in any negotiations involving the production, typesetting or printing arrangements for *Strider* and Hillwalkers Annual Report.
11. To keep the National Committee updated on progress and issues in connection with service delivery and to provide a written report for the Annual General Meeting of the LDWA.

Essential/Desirable Qualities and Experience

Must have some relevant background experience in the production of written material (e.g. editing a newsletter) and experience of working with minimal support. An interest in walking and a knowledge of the LDWA would be highly desirable.

NATIONAL EXECUTIVE COMMITTEE - JOB DESCRIPTIONS

6 Executive Officer Posts

Job Descriptions for posts currently being filled, or recently filled, on the NEC. Note some post holders may cover more than one job, e.g. Environment Officer covering also Data Protection and Risk Management.

CHALLENGE EVENTS SECRETARY – Executive Officer (revised October 2015)

Main Function

To be the central point of contact for all issues relating to the publicity and delivery of the LDWA's programme of events.

Main Responsibilities

1. Compile lists of future Challenge Events for *Strider* and other magazines as determined by the Committee and to enter them into the web site.
2. Encourage event organisers to comply with the standards and to apply incentives and sanctions where necessary.
3. Compile a list of Walking Festivals for the LDWA web site.
4. Co-ordinate the updating, production and circulation of the Guidelines for Events.
5. Monitor the number and location of events being organized and to discourage clashes of similar events on the same date in the same area.
6. Advise the Committee on aspects of Events Policy, particularly with regard to fulfilling the Association's obligations as a governing body.
7. To be a member of the 100s Sub-Committee.
8. To keep the National Committee updated on progress and issues in connection with service delivery and to provide a written report for the Annual General Meeting of the LDWA.

Essential/Desirable Qualities and Experience

A commitment to the successful running of the Challenge Events programme and a prior history of participation in, or the running of events would be highly desirable.

DATA PROTECTION OFFICER – Executive Officer (revised October 2015)

Main Function

Be responsible for setting out to the NEC the level of compliance with the data protection acts and to identify ways of operating ethically and within the law through the Association's Data Protection and Privacy Policy and management measures.

Main Responsibilities

1. Prepare a Data Protection and Privacy Policy to ensure compliance with the legislation and with the Association's ethical standards.
2. Be the Data Controller for the purposes of the Data Protection Acts.
3. Liaise with the IT and Internet Officer, the Events Secretary and the Local Groups Secretary to ensure that the need to protect personal data is taken seriously and acted upon.
4. Help to draft appropriate advice to members and to local groups to ensure the Association operates a consistent and legal approach to privacy throughout its operations.
5. To keep the National Committee updated on progress and issues in connection with service delivery and to provide a written report for the Annual General Meeting of the LDWA.

Essential/Desirable Qualities and Experience

The general competence required of all officers

ENVIRONMENT OFFICER – Executive Officer (revised October 2015)

Main Function

To consider how the LDWA can have the lowest possible environmental impact through its activities and recommend actions to mitigate these impacts.

Main Responsibilities

1. Advise the Committee on environmental issues relating to walking and ensure that the Chairman and Secretary are adequately briefed on matters requiring their urgent attention.
2. Represent the Association on environmental matters through meetings with government as well as with other interest groups.
3. Advise the Editor of possible items on the environment for inclusion in *Strider*.
4. Prepare and update information and guidance to help reduce our environmental impact as an organisation.
5. To keep the National Committee updated on progress and issues in connection with service delivery and to provide a written report for the Annual General Meeting of the LDWA.

Essential/Desirable Qualities and Experience

An interest in environmental issues is important as well as the general competence required of all officers.

100s CO-ORDINATOR – Executive Officer (revised October 2015)

Main Function

To act as the focal point for all matters in connection with the 100 mile challenge event.

Main Responsibilities

1. To keep the National Executive Committee updated on the progress on the development of 100 events currently in the programme. To ensure that there is a suitable named NEC representative for each 100.
2. To develop a programme for future 100 mile events liaising with local groups as required.
3. To review policies and procedures for the 100 mile event producing guidance etc as required.
4. To assist with the development and maintenance of the LDWA web site in relation to 100s issues.
5. To consult and liaise with the 100s Sub Committee as required.
6. To advise and assist members on 100s issues.

7. To keep the National Committee updated on progress and issues in connection with service delivery and to provide a written report for the Annual General Meeting of the LDWA.

Essential/Desirable Qualities and Experience

Prior experience of involvement in the organisation of a 100 mile event (or a similar long distance event) is essential.

LOCAL GROUPS SECRETARY – Executive Officer (revised October 2015)

Main Function

To act as the main point of contact for issues relating the management and development of Local Groups.

Main Responsibilities

1. Format, edit, collate and down-load the file of social walks listings from templates on the LDWA website and submit an initial edit to the editor by the deadline for publishing each *Strider*. Similarly, provide news of local group events and other activities for inclusion in *Strider*.
2. Liaise with local group secretaries to provide advice and operate an exchange of information between them and the National Committee.
3. Consider the viability of new local groups and advise and help in their formation.
4. Organise an annual local groups' conference for participation by a representative of each local group. The format typically involves a weekend get-together in a YHA facility, including a half-day formal meeting, full-day walk and social events.
5. Advise on matters of the Constitution of the local groups. Ongoing interpretation arises in matters of the local constitution (in relation to the National Constitution) and an update of the 1999 local constitution was initiated in 2014 for completion in 2016-17.
6. To keep the National Committee updated on progress and issues in connection with service delivery and to provide a written report for the Annual General Meeting of the LDWA.

Essential/Desirable Qualities and Experience.

The post holder should ideally have prior experience in the management of a local group (e.g. as a Committee Member).

LDP INFORMATION OFFICER – Executive Officer (currently being reviewed)

Main Responsibilities

1. Ensure that the Association has reliable and up-to-date information on long distance paths by maintaining the online database, identifying upgrades to the database.
 2. Answer enquiries from members and others on matters relating to the long distance path network.
 3. Provide regular news items relating to long distance paths for *Strider* and advise the Editor of other possible items for the magazine.
 4. Ensure that all records for the Database and Handbook are maintained and up to date.
 5. To keep the National Committee updated on progress and issues in connection with service delivery and to provide a written report for the Annual General Meeting of the LDWA.
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MERCHANDISE OFFICER – Executive Officer (not recently updated)

1. To maintain and bolster, wherever and whenever possible, the LDWA's merchandise operation
 2. To receive orders by e-mail or registered post
 3. To process stocked items (Handbook, Chart, Guidelines For Events, general remains etc) through to despatch
 4. To process orders for those items stocked by suppliers, by checking details and then forwarding the orders to them by e-mail
 5. To maintain the LDWA web shop
 6. To maintain the mail order form and make it available 3 times a year, in conjunction with each issue of *Strider* magazine
 7. To choose appropriate products to be listed on the mail order form and in the web shop
 8. To deal with any direct and indirect queries/problems etc from customers/potential customers
 9. To take products (if and when practical) to challenge events and the LDWA AGM weekend
 10. To write occasional items for *Strider* about LDWA merchandise
 11. To compile a report for the national committee meetings and AGM
 12. To pay in cash and cheques received against non-web shop sales, informing the LDWA Treasurer when accomplished
 13. To produce accounts where/if required and to be aware of general accounting matters, as dictated by national committee policy, national committee meetings, LDWA Treasurer, general circumstances/situations
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PUBLICITY OFFICER – Executive Officer (revised October 2015)

Main Function

To take the lead in developing a publicity policy for the organisation and to act as a focal point for matters relating to publicity

Main Responsibilities

1. In conjunction with the National Committee to develop a Publicity Policy for the LDWA.
2. To develop strategies to implement the Publicity Policy and to manage their implementation including liaison as necessary with other relevant members (e.g. the Twitter account manager).
3. To advise the National Committee on publicity issues and to take action as appropriate (e.g. co-ordination of press releases).
4. To arrange the design and production of any publicity material required by the Organisation and arrange distribution.
5. To keep the National Committee updated on progress and issues in connection with service delivery and to provide a written report for the Annual General Meeting of the LDWA.

Essential/Desirable Qualities and Experience

A good knowledge of how the LDWA operates would be helpful as well as an interest/ background in publicity.

RISK MANAGEMENT – Executive Officer (revised November 2015)

Main Function

To consider the main risks facing the Association and work with the Committee as a whole and the Chair in particular to manage these risks to acceptable levels

Main Responsibilities

1. Advise the Committee on risk issues relating to the LDWA's activities.
2. In conjunction with members of the NEC to take responsibility for the maintenance and updating of the LDWA Risk Register.
3. Advise the Editor of *Strider* of possible items on risk for inclusion in *Strider* magazine.
4. Prepare and update information and guidance for the membership to help reduce risks and to explain our policy.
5. To provide a written report for the Annual General Meeting of the LDWA.

Essential/Desirable Qualities and Experience

The general competence required of all officers