



Role profile

Job title	Regional Coordinator, London & South East	
Role family	Management responsibility:	
Regions	Does this role have management responsibility for others? No	Team Contributor
Overall purpose of role		
<p>To support the London & South East regional team in delivering the ICAEW's strategy and supporting members locally through the local member communities.</p> <p>Role is based from home, but will involve working elsewhere (mainly South East of England and London) as requested by the Regional Director and Regional Manager.</p>		
Main responsibilities of role		
<ul style="list-style-type: none">• To coordinate and provide administrative support with the organisation of events and seminars, comms and social media promotion and attending events (virtual & physical) both in London and in the South East region.• To coordinate and provide administrative support, as required, to local member community committees which will include liaising with volunteers, diary management, sending out reports/documents in a timely manner and taking meeting action points.• To ensure events and courses information is accurately and timely recorded on ICAEW's systems. This will involve liaising with stakeholders to get the appropriate information.• To act as a contact point to promote local and regional activities via various communication channels.• To ensure that timely and accurate reports are submitted as appropriate.• Specific duties will vary from time to time in line with the business needs.		

ICAEW values – all staff are expected to work to these values

The 3 i's – Initiative Insight and Integrity

The 3 i's are the values that drive our attitude and approach to working at ICAEW, along with our ways of working being agile, collaborative and innovative.

Initiative

- Actively collaborating to identify needs and look for innovative solutions.
- Bring together different groups and communities to work together.
- Empowering people to be agile, so they can take ownership and harness the collective efforts of ICAEW in a flexible and responsive way.

Insight

- Actively gathering insights to develop innovative and considered thought.
- Collaborating with our networks to voice different perspectives and insights internally and externally to stimulate discussion and debate.
- Being agile in finding new and timely ways to provide understanding and insight to our members, organisations and government

Integrity

- Acting with transparency, consistency and openness as Integrity underpins all activity we undertake.
- Standing by your principles to adhere to the highest professional standards even when facing adversity.
- Doing the right thing, even when no one is looking.

Candidate profile

Experience

- Demonstrable experience in communications and social media with strong communication skills (written, digital, verbal, creative)
- Demonstrable experience in organising events/meetings and relationship management

Knowledge and skills

- Good knowledge of Microsoft Office - PowerPoint, Outlook, Word and Excel
- Excellent administrative skills – particularly identifying actions from verbal discussions and ensuring the appropriate member of staff completes the actions.
- Excellent communication and engagement skills
- Team-oriented approach, working across regional and ICAEW teams
- Proactive and self-motivated with ability to work under own initiative
- Confident, positive, can-do attitude - this is a member facing role that needs a professional, enthusiastic, positive person capable of communicating at all levels and representing ICAEW effectively
- Overall knowledge of the accountancy profession (desirable), current affairs and regional business
- Current driver's licence and access to a vehicle, with the flexibility in terms of working hours and travel around the London & East region to manage breakfast/evening events, where required.
- South East of England home location preferred but not essential, to balance team workload.