**Job Description – Regional Representative Manager**

Since its formation, A Focus On Nature (AFON) has sought to connect, support and inspire young people aged 16 to 30 who share a passion for the natural world. Through a combination of social media activity, events and mentoring AFON has connected with thousands of young people including aspiring conservation professionals, wildlife enthusiasts, writers, artists, photographers and poets. It also spearheaded the ‘Vision for Nature’ campaign and report, setting out young people’s vision for the natural world, and most recently the ‘Now for Nature’ campaign and conference which highlighted the significant contribution to conservation young people in the UK are already achieving.

**About The Role**

We are recruiting for a Regional Rep Manager.

You will be responsible for recruiting new regional representatives for AFON, as part of our scheme to maximise the network’s presence on a local scale, and it will be your responsibility to remain in contact with regional reps and act as their conduit within the committee.

You may also be called upon to represent AFON at various events and conferences at both a local and national level. You must be able to demonstrate excellent managerial skills of both people and projects.

This is an opportunity to develop your CV with a nationally recognised organisation, learn new skills and forge co-operation with a wide variety of individuals that make up our network, and with organisations we are proud to work with.

Applicants must be below the age of 28 at the time of application - we ask for a date of birth to ensure this. We hope that the suitable applicant will take on the role for a period of no less than two years and no more than three years.

Please note that all roles are operated on a voluntary basis. Financial cover for travel and accommodation will be a priority to source but cannot always be guaranteed.

**Duties & Responsibilities**

- To promote and recruit new members to the regional representative scheme, evaluate new applications and provide a point of contact within the AFON committee for regional reps once instated.

- To assist in the development, planning and hosting of events for young people within AFON’s 16-30 demographic, often in partnership with other AFON members and/or external organisations.

- To represent A Focus On Nature in national and local forums.

- To manage relationships with external partners and supporters, particuarly on the University Moth and Mammal challenges.

 - To form new partnerships

**Personal Attributes**

- Excellent organisation skills and self-driven motivation. Experience in managing people, projects and events desirable.

- Effective communication and networking skills with people from a variety of backgrounds.

- Diplomacy, mediation, discretion and empathy in tricky or delicate situations.

- Excellent relationship management, being accessible for members and partners.

- Enthusiasm for the natural world, conservation and youth engagement and a creative approach.

It is anticipated the role will require approximately 3 hours per week. This is usually achievable around a working day, but may require evening, weekend and occasional weekday duties (attending conferences, events or meetings or handling press enquiries).

You will sit on the committee for AFON. The committee will support you in carrying out all of your duties.

**How to Apply**

Please submit a copy of your CV form to projects@afocusonnature.org.

Deadline for applications is **31st December 2019**

Shortlisted applicants will be interviewed by current members of the AFON committee. If you have any questions about the role, please email them to cd@afocusonnature.org.