

## **FTNA OUTREACH COORDINATOR**

The role of Outreach Coordinator is to help identify other like-minded voluntary organisations with which the FTNA can seek to establish and develop a working relationship and exchange information.

The Outreach Coordinator role would suit a person who has previous experience however, someone who shows serious keenness and enthusiasm to learn and take on the role will also be considered as guidance can be given. This is a non-trustee role and the appointed volunteer will be regularly liaising with and reporting to the FTNA trustees.

Responsibilities will include :-

- Establishing and maintaining contacts with like-minded organisations supporting other UK archives.
- Arranging and facilitating the exchange of publications and information relevant to each organisation's aims and objects.
- Liaising with TNA's Archive Sector Development team and regional representatives to ensure a cross flow of information.
- To disseminate information from other organisations to the FTNA trustees and members.
- To make enquiries and subsequent arrangements to hold joint events with other organisations, either physically or on-line.
- To provide updates of progress for the bi-monthly FTNA Council Meetings, and an annual report of achievement and recommendations at each September Council Meeting.

Most of the Outreach Coordinator role is carried out independently however you will be in regular contact with the FTNA Chairman, Vice-Chairman and other trustees. As the majority of our administration now takes place via on-line conferencing or conference calls this is a role which could be carried out remotely.

Assets useful to the volunteer carrying out the role would be :-

- Ability to work on own initiative.
- An accuracy and attention to detail.
- Good IT, written and oral communication skills.
- The ability to quickly understand the needs of the charity and its administrative team.
- The ability to ask key questions to enable us to clarify requirements.
- An understanding of the resource constraints of the charity.
- Being open to giving and receiving feedback.

As Outreach Coordinator your input is extremely important for the charity in assisting with its' long-term strategic intention of being able to provide a national hub alongside TNA to promote and consolidate information and best practice amongst other volunteer organisations, based upon the linking of the national public record to that of the local record.

For the volunteer who takes up this post there is the knowledge that they are playing a key role in assisting the FTNA to continue with its work of helping the TNA and its staff in educating the public about the nation's documents and opening up those documents to a wider audience.

Further details and a fuller role description can be provided during an online interview.

Please contact :-

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