

Regional Manager Job Description

Role purpose

The Regional Manager position is a national strategic role responsible for the management of the overall organisation at a Regional level, but also has a strong focus on growing AREC into a modern fit for purpose organisation at the grass roots. To do this we rely on volunteers whose time is precious. Every year our amazing volunteers donate 1000's of hours of their time to the community. These volunteers make a difference to our partner agencies and the community by utilising their ICT and radio communication skills.

Reporting to the CEO, the Regional Manager will work collaboratively with all managers in the organisation to develop and implement AREC's volunteer strategy to ensure we are building up and supporting our Volunteers. You will make a difference in the lives of our volunteers by ensuring a streamlined experience with the right training and resources while promoting the AREC values and culture.

Dimensions of the position

Number of direct reports	District and Group Leaders within the Region.
Indirect reports	AREC members in the Region
Geographical area of responsibility	North – Northland, Auckland, Waikato and Bay of Plenty AREC Districts. Central – Wellington, Central and Eastern AREC Districts. South – Tasman, Canterbury and Southern AREC Districts

Important Relationships

Internal	External
AREC National Managers	NZ Police and The Rescue Coordination Centre New Zealand
	SAR Sector Partners
AREC District & Group Leaders	Regional Civil Defence Emergency Management
	Relevant community and sporting groups

Duties of the position

Groups

- Leadership of the Group Leaders.
- Lead the Group Leaders to ensure that AREC activities occur in a planned and efficient manner.
- Review the performance of the Group Leaders taking any necessary actions.
- Establish and review the Groups readiness in conjunction with the Group Leader and agree any necessary actions.
- Promote and encourage rewards and recognition.
- Meet all reporting requirements of AREC.
- Support Group Leaders in liaising with relevant SAR, CDEM, community groups and sporting event organisations including developing and implementing agreements or MOU's.
- Encourage and support the use of AREC IT systems.
- Encourage the formation and growth of AREC Groups

District/Region

- Arrange and chair regular District Leadership Group meetings.
- Arrange for any additional resources as needed for any event requiring AREC involvement.
- Provide Regional coordination of AREC activities where necessary.
- Ensure that the AREC vision, purpose, and functions are understood by all District Leadership.
- Ensure that AREC rules, policy, and standard operating procedures are complied with.
- Ensure that AREC funds are administered appropriately.
- Ensure that AREC can provide appropriate levels of effective emergency communications services across the Region.
- Identify and implement projects to enhance and maintain AREC's Regional capability and capacity, requesting national assistance as required.
- Ensure activation and callout procedures are in place for AREC members throughout the Region.
- Facilitate delivery of training across all groups in conjunction with the National Training Advisor.
- Promote members awareness of the wellbeing service and health and safety practices, including incident reporting.
- Lead the development of District Leadership.
- Publicise Region, District and Group activities.
- Promote the AREC values and culture.
- Process requests for, and the allocation of, equipment.

- Ensure asset tracking and maintenance of equipment.
- Encourage Regional fundraising efforts and where necessary request national assistance.

National

- Assist with the preparation and management of the annual plan and budget.
- Manage agreed Regional or National projects and assignments.
- Contribute to the overall leadership and management of AREC.
- Deputise for the CEO when required.
- Attend national meetings as required.
- Ensure communication flow throughout the organisation.

Relationships

- Engage and maintain relationships with equivalent managers of the organisations to whom we provide services.
- Ensure that there is appropriate AREC representation at relevant forums.
- Act as spokesperson for external communications and publicity within the Region.

Where appropriate, the management of these activities may be delegated to members with the required aptitudes and skills for the role.

Qualities and skills

Must have Qualities and Skills

- A proven track record of experience in similar roles
- Minimum of two to three years managerial or related work experience in a non-profit or charitable organization, preferably as a volunteer manager.
- Strong communication skills – written and verbal.
- Strong analytical, leadership and planning skills.
- Ability to multi-task, and work under pressure
- Good computer skills and proficiency eg Microsoft Office Teams etc.
- Attention to detail.
- Handle confidential information appropriately.
- Ability to deal with a diverse range of people.
- Excellent organizational, time management skills.
- Ability to seize opportunities and think creatively.
- Ability to work effectively as part of a team.
- Commitment to the role and prepared to work outside normal business hours.
- A Drivers licence and a willingness to travel.

Desirable Qualities and Skills

- An understanding of amateur radio and the Search and Rescue, Civil defence sectors.
- A relevant tertiary qualification