Introduction:

The Welding Institute journal has been a showcase for our members, their employers and the industry for decades. The content of the journal is a unique benefit to members and needs to reflect our members’ current issues and interests.

Our Branch and Younger Member Correspondents are the eyes and ears of our members, proving information and insight into the news, activities and interests of our members in the regions. Our correspondents source news stories and opportunities for the Editor of the journal.

These roles are pivotal in delivering a key membership benefit.

Benefits

This role provides continuing professional development opportunities through the development of;

* Development of job knowledge
* Opportunities to develop and expand personal networks and contacts
* Acquisition of other transferable skills e.g. writing and presentation skills.

Responsibilities:-

To raise the profile and publication of the journal within a defined region through professional members, employers and industry.

To develop a network of contacts interested in supplying information, news and reports.

To monitor local news feeds and social media for stories of potential interest to members

To write stories and reports on local activities

To provide monitoring and feedback on the journal to the editor and local Branch and members.

To support the Editor and Editorial Board in the execution of their duties

Role requirements

Collate and compile editorial material for the Editor in accordance with the editorial plan for 4 issues a year.

Proactively promote publication dates and deadlines to stimulate creation of editorial

Act as the key contact and point of liaison for the Editor

Prepare and circulate feedback on the journal as required

Personal Attributes.

Creativity and interest in contributing to an informative and attractive professional journal

Literate and dynamic

Good interpersonal skills

Energy and enthusiasm to inspire others

IT literate especially in the use of online presentation software

Good time management skills

Practicalities

Our Correspondents will be aligned with and preferably members of a Branch Committee

The Term of Office for this position is a year, renewable on an annual basis.

Volunteers will be reimbursed for reasonable out of pocket expenses - See the Volunteers Guidance leaflet, ‘Get involved!’

All volunteers are expected to act in accordance with the Institute’s Code of Conduct.

Appointment Process.

The Editorial Board in consultation with the Branch and YMC Committees will appoint Branch and Younger Member Correspondents