

BRITISH ASSOCIATION FOR COUNSELLING AND PSYCHOTHERAPY  
(BACP)

**COACHING DIVISION (BACPC)**

**Local Network Coordinator (LNC)**

**VOLUNTEER ROLE DESCRIPTION**

**Role Purpose**

To lead, develop and facilitate Network Group meetings in your local area offering support, learning and networking opportunities for members.

**Key Responsibilities**

- Organising, hosting and facilitating local member meetings and events such as learning workshops, networking groups, co-coaching or supervision groups.
- To provide the Head of Link Leads with monthly reports on activities and their outcomes.
- To contribute to the ongoing development of systems within BACPC for planning and managing all aspects of Link activities.
- To attend an annual meeting with other Local Network Coordinators.
- To listen to and record the views and experiences of local members, feeding these back to the Regional / Head of Link Leads to shape future strategy and operations. This will include networking with other LNC's to share knowledge and ideas, and create an inclusive, collaborative culture.
- To promote the values of BACP Coaching and ensure all dealings with members and stakeholders reflect these values, encouraging participation from a wide cross section of the coaching domain, thus embracing BACP's diversity and inclusivity policy.
- To represent BACP Coaching internally and externally in a professional manner consistent with the BACP Ethical Framework, acting in the best interests of BACP at all times, and flagging up any potential conflicts of interest in a timely way.

**Accountability**

The Local Network Coordinator is accountable to the Regional Link Lead and/or Head of Link Leads, and ultimately to the Chair of the Division.

**Method of Appointment**

All Local Network Coordinators will be appointed by the Regional Link Lead and / or Head of Link Leads for an initial period of 6 months. Following successful review, the role will be continued for another 6 months, then reviewed on an annual basis.

**Key Relationships**

BACP Members; Regional Link Lead; Other LNC's; BACPC Head of Link Leads; BACPC Executive; BACP staff, including Events and Marketing staff.

**Time Commitment**

We anticipate a minimum of 2 hours a week time commitment, possibly more, particularly in the early stages of developing the meetings.

**Remuneration**

BACP Coaching roles are unremunerated as they are voluntary. Expenses incurred during the course of fulfilling the role will be reimbursed, subject to BACP Expenses policy and Regional / Head of Link Lead's prior approval.