

## Regional Communications Officer - Role Description

CIHT Regions and Nations are run by volunteers who dedicate their time to building a local support network for transportation professionals and provide the voice of the Institution across and beyond the UK. The role of a CIHT Region/Nation is to continue to support and develop existing members through regional activities and attract a stronger and more diverse membership that is more engaged in CIHT activities.

CIHT has launched its new Institution-wide strategy that outlines how it will provide strategic leadership and support to help members develop, deliver and maintain sustainable solutions for highways, transport infrastructure and services.

The [2022+ Strategy](#) highlights what CIHT and its members do, outlines three new overarching themes and what the strategic priorities will be over the next few years.

### Who is on the Committee?

The committee is usually made up of the following positions:

Chair	Recruitment Officer
Vice-Chair ( <i>one or more</i> )	Communications Officer
Honorary Treasurer	Emerging Professionals Chair
Honorary Secretary	4 -15 elected Committee Members
Programme or Events Coordinator	A maximum of 3 co-opted members
EDI Officer	

### What's involved?

The role of the Communications Officer is to:

- Ensure regional information on the regional webpages is up to date and make BW aware of any amendments needed
- Work with the respective Regional Engagement Officer (REO) to curate newsletters to keep members up to date with regional activity
- Ensure any regional social media channels are monitored and used appropriately by following BW guidelines
- Create opportunities for members to engage with the Institution such as member surveys to guide future activities and through CIHT Connect
- Attend committee meetings.

The Communications Officer is responsible for helping in the following areas:

- Creating newsletters for members in their region
- Assisting with the promotion of all regional activity such as CPD events, calls for Awards entries, input into consultation responses and local STEM activity
- Working with the Events Officer and committee members to promote regional events via mailshots, regional social media channels and by encouraging all committee members to promote events within their own networks
- Keeping the regional webpages up to date
- Ensuring regional communications adhere to CIHT brand guidelines and that CIHT templates are used for all documents and presentations, where appropriate.



### About you

This role is open to all Voting Members of CIHT (Fellows; Full Members; Associate Members; Graduate Members; Apprentice Members; and Part-time Student Members) and will suit someone with:

- A strong commitment to highways and transportation and the CIHT's over-arching themes, vision, values and strategic priorities.
- Enthusiasm about the future of the sector and ideas around its development.
- A willingness to work collaboratively and good organisational skills.

### What's expected of you?

- This role is for a one-year term with the opportunity to stand again. Further details on terms of office can be found in the [regional handbook](#).
- The role will require around 1-3 hours per month. There will be a minimum of four committee meetings per term and one Annual General Meeting. There may be additional stand-alone training webinars for Regional Officers that the Communications Officer might be requested to attend
- There will be regular communication with the Regional Engagement Officer for the region.

### What's in it for you?

The opportunity to:

- Develop new working relationships, build on communication and organisational skills, as well as experience in business planning and helping to manage committee business
- Help shape the future development of the CIHT
- Access professional networking
- Expand your Continuing Professional Development (CPD) portfolio.

### How to apply?

To apply, please complete the [nomination webform](#).

This must include:

- A summary of why you should be picked for the role (max. 250 words)
- Four supporting signatures from CIHT members

Once completed this will be considered by the committee and you will be put forward for the election of the role at the next General Meeting. For those unable to provide supporting signatures, please get in touch and the regional team will help ([regions@ciht.org.uk](mailto:regions@ciht.org.uk)).

### Other information

- The role is voluntary. Travel expenses will be met in accordance with CIHT's travel and expenses policy.
- Applicants must live or work within the Region/Nation they wish to join.
- All applicants will be required to declare any conflicts of interest and to follow CIHT's code of conduct.
- Members will be expected to abide by the General Data Protection Regulation and the CIHT data protection and security policies, as well as social media guidelines and policies.
- Members will from time to time be provided with documents at various stages of development prior to their formal approval and publication, which are to be kept confidential. Members will not disclose any confidential information to an outside person or organisation.

### Contact us



If you would like to discuss any of the information above or would like to speak with members of a regional committee directly, please contact the CIHT Regional Team: [regions@ciht.org.uk](mailto:regions@ciht.org.uk)