



## Regional Recruitment 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 Recruitment Officer is to:

- Lead the development and implementation of a recruitment plan for the region
- Report to each committee meeting on current recruitment initiatives, sharing ideas for new initiatives and monitoring of recruitment against targets. (Recruitment Officers should work towards a target and this needs to be discussed at committee meetings)
- Liaise with BW to maximise the success of the recruitment initiatives and obtain regional figures for newly elected members
- Develop relationships with education institutions to maximise opportunities to promote CIHT through educational talks and through professional qualifications events.

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

- Supporting the Regional Committee's recruitment aims through its Annual Business Plan
- Helping to report back on progress of recruitment against regional targets at committee meetings
- Developing relationships with all Regional Officers and committee members and liaising with their Regional Engagement Officer
- Developing links and liaising with other regions, to share best practise and discuss ideas and approaches to recruiting local members
- Working closely with the committee to develop and deliver regional recruitment webinars, events and resources.

### 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 good interpersonal skills.
- A willingness to work collaboratively and creatively to reach new members.

### 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 1-2 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 Recruitment Officers that you would be invited to attend.
- There will also be a time commitment involved in contributing to the development of learning/recruitment opportunities between committee meetings as well as liaising with relevant colleagues and CIHT staff.
- There will be regular communication with the Regional Engagement Officer for the region to liaise on plans for recruitment.

### What's in it for you?

The opportunity to:

- Develop new working relationships, build on communication and organisational skills, as well as experience in planning events for different audiences
- Help shape the future development of the CIHT
- Access professional networking and share your enthusiasm for the sector with others
- 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.

### 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.
- 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)