

# Hub Lead Responsibilities

- Act as the principal representative of the Hub and as chair for Hub meetings;
- Represent the Hub on the Regional/Devolved Nation Board;
- Oversee the delivery of a programme of agreed activity for each financial year which reflects the needs of local members;
- Lead the preparation of funding bids for events to be submitted to the Regional/Devolved Nation Board, ensure spend is monitored and appropriate reports submitted on time;
- Lead the Hub team and ensure that the Hub works effectively with the Regional/Devolved Nation Board to achieve the regional strategic objectives;
- Ensure there are effective and consistent two way communication channels in place between the Hub and the Regional Board/Devolved Nation Board;
- Support the Partner Engagement Lead with the development of professional engagement with employers, other professional bodies and HE local to the Hub.

# Hub Lead Person Specification

## Skills, knowledge and experience required/desirable

At CMI we are seeking volunteers with a range of skills, knowledge, experience and attributes that are both role specific, but that also facilitate and enable the volunteer to effectively contribute to the overall workings of a Regional/Devolved Nation Board and a Hub, and be an integral member of the Board and Hub teams.

### Specific

- The ability to lead and engage a team of Hub volunteers to achieve Hub objectives, and to Chair Hub meetings and also represent Hub members' views at Regional/Devolved Nation Board meetings, including the ability to influence and negotiate with both local (Board/Hub) and CMI HQ stakeholders;
- An aptitude and ability to devise, organise and deliver a successful event for professionals;
- Have a basic understanding of financial management and the ability to construct compelling event funding papers;
- Have a customer/member centric mindset with an attitude and commitment to delivering excellence;
- Have the ability to successfully liaise with external partners and venues in relation to event delivery.

### General

- Demonstrates high levels of professionalism, acting as an ambassador of CMI at all times, and commitment to the core values of CMI, ie: to be 'Professional', 'Progressive', 'Passionate' and 'Practical';
- Demonstrates a strong commitment to the aims and priorities of CMI and an understanding of the issues of interest to members;
- An ability to lead and influence others to ensure agreed priorities are delivered;
- A good team worker, able to effectively work in partnership with other Board members, yet also able to work with a high degree of initiative, resourcefulness and flexibility;
- Be able to build strong and positive relationships with all Board members, gain an understanding of their portfolios, and work collectively with a team of diverse people;
- An ability to work collaboratively with CMI HQ teams to build mutually beneficial relationships;
- Strong organisational, administrative and communication skills, and an ability to juggle the demands of the volunteer role alongside other commitments, whilst focusing on key issues and responding with sound advice;
- A commitment to your own continuing professional development.