



IMarEST Branches Committee – Role Descriptors

Introduction

The Branches Committee exists to strengthen the global network of IMarEST branches and enhance communication between branches, Council, and the Executive. Committee members play a key role in supporting volunteer-led activity across regions, ensuring that branch voices are heard and empowered.

We are looking for two volunteers to act as a Branch Liaison officer for Scotland and the Isle of Man, West of England. Details of the roles are below:

Role Summaries

Branch Liaison Officer – Scotland & Ireland

A Branch Liaison Officer for Scotland & Ireland acts as the primary conduit between assigned branches and the Branches Committee—supporting governance, activity, volunteer engagement, and ensuring effective two-way communication.

1. Aberdeen Maritime Joint Branch (AMJB, United Kingdom)
2. Northern Ireland Joint Branch (NIJB, United Kingdom)
3. Scottish Branch (United Kingdom)
4. Cork Branch (Ireland)
5. Dublin Branch (Ireland)

Branch Liaison Officer – West of England, Wales & Isle of Man

A Branch Liaison Officer for West of England, Wales & Isle of Man acts as the primary conduit between assigned branches and the Branches Committee—supporting governance, activity, volunteer engagement, and ensuring effective two-way communication.

1. Devon and Cornwall Joint Branch (D&CJB, United Kingdom)
2. Midlands Branch (United Kingdom)
3. North West England Branch (and North Wales, United Kingdom)
4. Western Joint Branch (United Kingdom)
5. Isle of Man Joint Branch (IoMJB, United Kingdom)

Purpose

Act as the primary conduit between assigned branches and the Branches Committee—supporting governance, activity and volunteer engagement; ensuring effective two-way communication; and surfacing insights and needs to inform Council and the Executive.

Key Responsibilities

- Meet quarterly with your Branch and provide feedback to the Branches Committee
- Build proactive relationships with assigned branch committees.
- Offer guidance on governance, events, university engagement, and volunteer management.
- Share best practice examples and connect branches with similar needs.
- Escalate risks, gaps or support needs to the Branches Committee.
- Promote correct use of membership data in line with data protection guidance.
- Attend quarterly mid-week Branches Committee meetings (approx. 2 hours) and support planning for Stay Tuned sessions and the Branch strategy.

Person Specification (Essential)

- Associate, Member or Fellow of the IMarEST
- Clear, friendly communicator able to build trust across multiple branches.
- Organised and proactive with good follow-through on actions.
- Collaborative mindset with respect for volunteer contexts.

Person Specification (Desirable)

- Experience facilitating meetings or coordinating volunteer activity.
- Familiarity with the regional branch landscape.

Time Commitment

3-5 hours per month on average, plus quarterly committee meetings.

Support Provided

Onboarding to liaison processes, templates, SharePoint guidance, and ongoing support from Governance/Engagement.