International Sections Officer

# Brief

The role will be responsible for ensuring and coordinating support of the Early Career advocates who hold positions within international sections. This coordination may be with the committee's help or other individual roles to complete a more significant request. It could also be facilitation and mediation between some branches to ensure they transfer existing knowledge. The role will support the collation and submission of case studies, reports and valuable information to both the committee and HQ.

# Early Career Executive

Without exception, every member of the institute has had their first day in the IT industry, even our esteemed president! We all know how daunting those early years can be. The Community Board created the Early Careers Executive to support our IT Industry's future talent to provide you with a safe space to help you navigate your career through this exciting industry.

We have aimed the Early Careers Executive at anyone who considers themselves early in their IT career. Regardless of your route into the industry, whether you're a graduate, apprentice, self-taught, or career changer, you're welcome here as long as you describe yourself as in your early career.

As an executive, we want to build on our colleagues' shoulders' fantastic work at BCS are doing. We aim to bring it all together and to shout it from the rooftops, so you know what is going on for early careers right now, not only for your branch, your specialist group but also your industry more widely.

# Key responsibilities and Actions

* Coordinate section-based advocates
* Facilitate requirements of internal sections in their support of early-career professionals
* Ensure learning from sections are reported to the wider committee and HQ

# Our Expectations

## Commitment

We expect that the role holder will attend two out of four executive meetings throughout the year. In addition to this, we expect the holder to be responsible for the completion of tasks that fall within the key responsibilities laid out above.

## Personal specification

* Knowledge of working with or as part of an international group
* Enthusiasm for supporting the community
* Communicate with accuracy and effectiveness
* Knowledge of using remote working tools such as MS Teams, email and Slack

SFIA Skills

* Skill Management - Learning and Development Management – ETMG
* Stakeholder Management – Relationship Management – RLMT
* Sales and Marketing – Marketing – MKTG
* Technical strategy and planning – emerging technology monitoring – EMRG

# Support

The Early Career Advocate will be supported by:

* The Early Career Executive committee
* The Community Board, through its committee
* A training package that will introduce the role's scope and benefits suggests various actions and processes the role holder should take.
* HQ staff initially via the Early Career Executive Committee