

Walks Programme Co-ordinator

- Purpose of role** To co-ordinate the compilation of a varied programme of Led Walks on behalf of the Group. The programme should contain sufficient variety in order to be attractive and accessible to all types of people at all stages of life.
- Duties**
- Compile and publish a rolling programme of Group walks, normally 2-4 times a year
 - Each time, liaise with your Committee to establish what your ideal programme would look like. Factors to consider include the number of Walk Leaders available to the Group, the frequency with which your Group would like to offer walks & the distance and terrain of walks. Ideally the Led Walks Team would like all programmes to offer a variety of walks, from easier 2-3 mile walks, suitable for people new to walking and those who physically require a shorter walk, through to 'traditional' longer walks.
 - Using the ideal programme as a framework, encourage Walk Leaders to volunteer accordingly. Where possible encourage Leaders to choose routes that promote arrival by public transport or car-sharing.
 - Maintain a contact list of Walk Leaders and encourage leaders to register online to receive information from the Led Walks team at <http://www.ramblers.co.uk/volunteer/walk-leader/> .
 - Encourage members to become Walk Leaders
 - Ensure that walks are entered onto the Ramblers Walksfinder, so that potential members have a full range of walks to choose from
 - Liaise with the Group Membership Secretary to ensure that the programme is distributed to Group members – electronically or as hard copy
 - Promote the programme to non-members
- Skills and experience**
- A passion for walking and an affinity with all the charitable aims of the Ramblers
 - Good organisational skills & an ability to work to a deadline
 - Good communication and liaison skills
 - An ability to enthuse new and potential Walk Leaders to develop a varied programme of walks
- Support available** The Group Committee should provide guidance regarding the development of the ideal programme. You could 'shadow' the existing Programme Co-ordinator prior to taking over. Support on using Walksfinder is available by emailing volunteer@ramblers.org.uk. A template is under development for Walk Leaders to complete, so that, in future, you will receive all the information required for Walksfinder in a standard manner. Some Groups who walk on multiple days of the week may have a number of 'sub' programme co-ordinators to spread the workload - one for each day. Some Co-ordinators like to get their Leaders together once a quarter to set the programme, which not only makes the job easier but it offers a good chance to plan the programme in a co-ordinated manner.

**Further information is available from the Led Walks Team.
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