IDCN Volunteer Role Description

Role Name: Measurements Team Leader

Responsibilities:

- Lead the Measurements Team strategy and delivery
- Guide, train and mentor Measurements Team members
- Work closely with the IDCN Leadership Team to determine appropriate metrics, both qualitative and quantitative, which measure the overall effectiveness of network initiatives, including reporting dashboards
- Developing and managing delivery methodology (such as paper-based or online) for surveys
- Creating and delivering timely and accurate standard and ad-hoc reports to the IDCN Leadership Team to support the continuous improvement of network initiatives
- Work closely with the Events Team to develop feedback forms and collect, analyze and summarize Event Survey results
- Represent the Measurements Team at IDCN Events, Corporate Member Meetings and Leadership Team Meetings
- Ensure Measurements Team roles are appropriately staffed
- Proactively identify and train successor for Team Leader role
- Prepare network quarterly reports for IDCN Global Executive Board

Key Competencies:

- Leadership and Coaching: Ability to identify, coach and engage team members and 'lead by example'
- Analytical Skills: Ability to effectively gather, analyze, trend and report large quantities of data
- Organization: Create & assign roles, delegate tasks and ensure continuity of event organization
- Project Management: Ability to manage multiple projects in parallel
- Communication: Effectively communicate (oral & written) with Measurements Team, Volunteer Committee Leaders, Corporate Members, Service Providers and Mentor as needed
- Enthusiasm: Convey a positive attitude and encouragement while representing IDCN
- Cooperation: Ability to work effectively across cross-functional teams
- Self -Motivation & Results Orientation: Takes initiative and anticipates obstacles while effectively driving results

Estimated Weekly Time: 3-5 hours (largely dependent on event schedule)

Role Length: 9-12 months