



JOB DESCRIPTION

CHAIR: BUSINESS NETWORKING GROUPS THE OLD ALBANIAN CLUB

Required to:

- Establish sub-groups for OAs working various industry sectors at all stages of their career, to network and make contacts which could be useful to them throughout their careers (possibly law, medicine, city/finance, etc.)
- Recruit volunteers to head each of these groups, who would not be required to attend OA Club meetings, but would be figureheads for their own sector.
- To assist these volunteers in organising a series of networking events, breakfasts, lunches or drinks receptions, for members of their group.
- To consider any other schemes which might be useful to group members – work experience or career mentoring schemes for students or young professionals, lectures, communications, etc.
- To liaise with the School Careers Department to promote career choices to current pupils.

Estimated time commitment required:

- 1-2 hours per week for general correspondence and administration
- Attendance at 4 OA committee meetings per year (usually weekday evenings)
- Possibly some group meetings as appropriate
- Attendance at 6-8 networking events per year