



Doula UK

Positive birth.
Supporting families.

Doula UK Rep - Job Description *updated June 2023*

Background:

The role of Doula UK Rep is a hugely important one. Doula UK representatives welcome new members, communicate with members about local events, campaigns and news, and also facilitate communication from the Doula UK Leadership Team to members and vice versa. Reps also arrange opportunities for professional networking and support, and organise social events which is a terrific way to meet doulas in your area and build a nurturing and supportive local doula community.

Job Description:

The Rep provides a link between their local members and the Rep Coordinator, and by extension, the Doula UK Leadership Team. A Rep will be one of the first contacts that a new member will have with Doula UK. The Rep will welcome new members to the area and provide information on the local area. They will attend DUK meetings when possible and will actively represent the views of the members and participate in other discussions and decisions as necessary, whilst reporting to Doula UK on a regular basis, giving information regarding meetings or activities arranged. They also commit to respond in a timely manner to any communication from the Doula UK Leadership Team.

Key monthly tasks:

- Check for new members on a regular basis; i.e. 2 or 3 times a month using this link: <https://doula.org.uk/members-page/members-by-region/>. Please do not use the FAD page to update the lists, as many new doulas are not yet showing on FAD if they haven't found a Mentor, so this is not a reliable way of making sure the area is fully covered. The password is updated regularly and is posted to the Doula UK Reps facebook group.
- Contact new members to welcome them to Doula UK and let them know about any upcoming local meetings and how to join the local facebook group. Give an explanation as to 'who's who' on the Leadership Team and other key Volunteers, and also explain the Recognition process if needed. Finally, please ask if they have found a mentor and point them to the mentor list if not.
- When checking the new members list, also check the members you have to see if they are still current. If not, contact them to see if it's just an oversight or if they need any help with anything. If they are leaving or left, ask why, to see if we can help in any way.
- Contact all local members before every meeting to remind them of the meeting and to collect any information from them to raise at the meeting on their behalf.
- Facilitate get-togethers, meetings, and study days for local doulas.

Safeguarding, continuity and data protection:

- Make sure when you are sending emails as a Rep on behalf of Doula UK that there are no non-DUK registered people on your list, as all communication when you are acting in an official capacity must be kept confidential.
- Please note that the email addresses are only to be used for doula business and not Spam, self-promotion or promoting any other business outside that of Doula UK. When emailing the doulas, email addresses should be put in the 'Bcc' box and not 'cc' for Data Protection Reasons.
- On stepping down you commit to passing your email lists to the incoming Rep, or back to Doula UK if a new Rep has not yet been appointed, along with any information you feel is relevant, including passing over any Doula UK banners and any other PR items.
- Let rco@doula.org.uk know if you decide you would like to step down.
- Attend where possible at least one DUK Rep /General Meeting every year.
- Act as a route to provide information to and from Doula UK and the Regional Rep Coordinator.

Skills, qualifications or requirements for job holder:

- A Rep need only be a member of Doula UK
- Internet and email access is required as the Rep will need to participate in the local Facebook group, and be able to send and receive emails.
- When we appoint Reps we are looking for people who are positive and supportive of Doula UK and the Leadership Team who volunteer their time to steward it. As a Rep you commit to addressing concerns or issues to rco@doula.org.uk or the LT directly by email.
- As an advocate for Doula UK, a Rep should always communicate in a positive manner with the media/online/in public/via phone and make contact with pr@doula.org.uk regarding Press enquiries.

Remuneration:

- Travel expenses will be paid for **one** General Meeting per year up to £50 (unless otherwise agreed) **or** if requested by the Leadership Team to attend a different meeting.
- **20% discount** on Doula UK monthly membership whilst you hold the Rep Coordinator role.

The Doula UK Rep Role is for three (3) years, after which you may reapply.

If you do not fulfill the requirements as set out above, and/or if you contravene the Doula UK Code of Conduct, Doula UK Policies, or if the Rep Coordinator or the Leadership Team has other grounds for concern, your voluntary post can be terminated in writing with immediate effect.

Please sign below to confirm you understand the requirements and agree to what has been set out above.

I Agree with all the above.

Signed:

As Rep for:

Printed Name:

Date: