



Branch Community Coordinator (BCC)

Role Description

Please note: the responsibilities outlined below are examples of what a BCC may undertake. It is not expected that all BCCs will deliver every aspect. The role will vary depending on the needs, priorities, and activities of each individual Branch.

Responsible to: County Community Support Coordinator

Community Engagement and Branch Activities

- Work alongside the Branch Committee and Branch Recruitment Advisors to develop an annual plan of community activities.
- Strengthen engagement with the Armed Forces community, helping to connect veterans with the support and opportunities available across neighbouring Branches and clubs.
- Support the Branch in planning and delivering community activities, in line with the RBL Branch and County Event Guide. This may include (but is not limited to) coffee mornings, veterans' breakfasts, social events, and awareness initiatives.
- Ensure local veterans are aware of Branch activities and opportunities that may benefit them, including awareness of the RBL Contact Centre.
- Promote the work and activities of the Branch through local press and social media, in line with the RBL Social Media Policy.
- Support relevant initiatives led by the Network Engagement Team.
- Act as an ambassador for both the Branch and RBL, building relationships with local organisations and community groups.
- Share positive updates and stories from the Branch for inclusion in the County newsletter.

Reporting

- On behalf of the Branch, complete and submit the monthly Branch Community Activity Form, including:
 - The number of funerals supported by a Branch Standard Bearer
 - The number and type of events delivered by the Branch
 - The number and detail of local touchpoints
 - Any additional positive news stories or highlights the Branch wishes to share on the Branch Community Activity Dashboard, which is found on MAP.