

Main Contact Overview

The AEMT Main Contact is the key link between an AEMT member organisation and the Association of Electrical and Mechanical Trades (AEMT). This role is all about making sure communication, coordination, and engagement run smoothly. The Main Contact helps the member organisation make the most of AEMT's resources, services, and initiatives, boosting their efficiency, expertise, and presence in the industry.

Here are some of the responsibilities the Main Contact might handle, depending on how the organisation interacts with the AEMT. In larger organisations, some of these tasks might be picked up by other roles, so this is just a rough guide.

Key Responsibilities

Communication and Coordination

- Be the main point of contact for all communications between the member organisation and AEMT.
- Share relevant AEMT updates, news, and announcements within the member organisation.
- Collect and pass on feedback from the member organisation to AEMT to help shape policies, services, and initiatives.

Engagement and Participation

- Encourage and coordinate the member organisation's participation in AEMT events, training sessions, webinars, and conferences.
- Promote networking opportunities by organising and attending AEMT meetings and forums.
- Represent the member organisation in AEMT committees, working groups, and special projects.

Resource Management

- Make sure the member organisation effectively uses AEMT's technical support, training programmes, and industry guidelines.
- Promote the adoption of AEMT's best practices and standards within the member organisation.
- Maintain and share AEMT documents like technical manuals, industry reports, and compliance guidelines.

Advocacy and Representation

- Represent the member organisation's interests and concerns within AEMT.
- Stay informed about regulatory changes and industry standards to ensure the member organisation complies with relevant guidelines and laws.
- Advocate for and implement sustainable practices in line with AEMT's focus on energy efficiency and environmental protection.

Continuous Improvement

- Stay updated on the latest industry trends, technologies, and advancements to provide informed guidance.
- Arrange training sessions based on AEMT's offerings to improve the skills and knowledge of the member organisation's workforce.
- Monitor and report on the member organisation's engagement with AEMT activities and resources, identifying areas for improvement.

Essential Skills and Attributes

- Ability to effectively convey information and ideas.
- Proficiency in coordinating events, meetings, and training sessions.
- Deep understanding of the electrical and mechanical trades, including key trends, challenges, and regulatory requirements.
- Strong interpersonal skills to build and maintain professional relationships.
- Capability to represent and advocate for the member organisation's interests.
- Dedication to promoting and implementing sustainable practices in line with AEMT's mission.

Reporting and Accountability

- Typically reports to senior management within the member organisation, such as the Operations Manager or Technical Director.
- Regular updates and reports on AEMT-related activities, initiatives, and outcomes.
- Responsible for ensuring compliance with AEMT standards and leveraging association resources to enhance operational efficiency and sustainability.