ARMI Coordinator Role

Task	Detail	Interacts with	Outputs
Data Inputting ARMI	Submits monitor records in to ARMI database if agreed with monitor (wherever possible the monitor should submit their own records online)	ARMI database and/or monitor	Helps to ensure that ARMI database is up to date
Data Validation	Monthly, review 'Coordinator homepage' menu when logged in to ARMI database: 1. Check records submitted to ensure accuracy; verify checked records if satisfied. If issue is identified, e.g., abnormal seasonal variation, previously unrecorded taxa for river system, liaise with monitor to clarify and offer refresher training support if required; 2. If submitted record constitutes a confirmed trigger level breach, check that correct protocol for confirming and reporting has been followed. Liaise with monitor(s) and EA ecology contact as required.	Monitors and statutory agency contact	Ensure data integrity
Feedback of results to all monitors	Each monitor can review ARMI score and target group resolution data for records which they submit (once verified) but coordinator must ensure that feedback from Monitoring Group and statutory agency is provided to monitor asap (particularly in the event of a confirmed trigger level breach).	All monitors	Engagement, motivation and retention of monitors
Planning	Identify new ARMI monitoring/volunteer engagement opportunities, organise ARMI training and support workshops, secure funding to deliver training, support and to provide monitoring kits to trained volunteers	Host organisation colleagues, existing and potential volunteer monitors, statutory agency contact, funders	An effective and sustainable monitoring team
Liaise with statutory agency	Identify new monitoring sites with statutory agency to ensure best monitoring strategy	Statutory agency contact	Efficient and effective monitoring strategy and output
Recruit and retain monitors	Regular communication/meetings to engage with new potential volunteers/support existing monitors.	Host organisation colleagues, monitors, potential volunteers, statutory agency contact.	A sustainable monitoring team
Register New sites	Liaise with monitors, EA ecology contact and National ARMI Project Manager (Riverfly Partnership) to ensure timely registration of sites with statutory agency and ARMI database.	Statutory agency contact and Riverfly Partnership staff	New sites are identified and registered to coincide with new monitors completing ARMI training/commencing monitoring and online data reporting