



Job Description/ Roles Templates for Volunteers, Coaches and Committee Members

JOB DESCRIPTION CHAIR PERSON



Job Title: Chair Person

Responsible to: Club Committee

Skills and Attributes Required:

- Reliability
- Enthusiasm
- Good listener
- Diplomacy
- Well organised
- Decisive
- Confidence
- Good Time Keeper

Main Duties:

1. Take responsibility for managing the Committee and the affairs of the club.
2. Be prepared to make a regular time commitment
3. Chair committee meetings in a way that allows every one to present their views, so that all business is completed and that all decisions are properly understood and recorded
4. Oversee and guide all decisions taken by the Committee and sub committees.
5. Liaise with the Chair Person to ensure that all tasks required to run the club efficiently are carried out
6. In conjunction with the secretary, prepare and present the Annual Report
7. Liaise with the Secretary over the agenda for each meeting and approve the minutes before they are circulated.
8. Be completely familiar with the constitution, club rules, committee procedures and the National Governing Body rules and regulations.
9. Liaise with the Treasurer to ensure that funds are spent properly and in the best interests of the club.
10. Help to prepare and submit any statutory documents that are required (e.g VAT, Grant Aid Reports)
11. Represent the club at local, regional and national level.



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JOB DESCRIPTION SECRETARY

Job Title: Secretary

Responsible to: Club Committee

Skills and Attributes Required:

- Enthusiasm
- Well organised
- Good at delegation
- Prepared to make a regular time commitment
- Confidence
- Good knowledge of the workings of the club
- Good written and spoken communicator
- Good knowledge of administrative procedures and rules

Main Duties:

1. Dealing with all club correspondence
2. Registering players on the appropriate forms
3. Affiliating the club to appropriate bodies
4. Organising and booking match facilities, transport etc
5. Attending league or association meetings
6. Organising the club AGM and other club meetings
7. Representing the club at outside meetings



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JOB DESCRIPTION TREASURER

Job Title: Treasurer

Responsible to: Club Committee

Skills and Attributes Required:

- Well organised
- Able to keep records
- Confidence in handling figures and money
- Honesty
- Prepared to make a regular time commitment

Main Duties:

1. Responsible for the club finances
2. Deal efficiently and effectively with all invoices and bills
3. Keep up to date records of all the financial transactions
4. Ensure that funds are spent properly
5. Issue receipts and record all money received
6. Attend committee meetings, prepare reports and present to the auditors
7. In agreement with committee, plan the annual budget
8. Monitor the budget throughout the year
9. Prepare annual accounts for AGM
10. Help prepare any statutory documents that may be required e.g., VAT returns, PAYE, grant aid reports etc.



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JOB DESCRIPTION CLUB HELPER

Job Title: Club Helper

Responsible to: Head Coach

Recommended Qualification (NGB certification 1/2 , First Aid/ Leaders qualification)

Skills and Attributes Required:

- Ability to motivate performers
- Ability to communicate effectively
- Sound organisational skills
- Good time management skills

Main Duties:

1. Under the direction of the coach, work with a small group of participants to help them achieve the aims of the session, whether it be practising skills or playing a game.
2. Take on an organising / supervisory role at the beginning and end of the session and during breaks.
3. Keep a register of those attending, along with details of any particular needs they have and emergency contact numbers.
4. Ensure that coaches are well briefed about any special needs of the participants involved (medical conditions/ disabilities etc)
5. In liaison with the Head Coach, ensure that the playing area is safe to use. If there are any hazards which cannot be overcome, point these out to the participants before the start of the session.
6. Identify, if required and in line with club procedures, additional volunteers to assist in the running of the club activities i.e. parents
7. Abide by the Code of Conduct and adhere to all club policies – child protection, fair play and equal opportunities to all members.
8. Take responsibility for ensuring that the equipment is correct and is kept in good working order.
9. Be aware of and follow the procedures for recording accidents.
10. Be aware of the club's Health and Safety policy and Emergency Procedures.
11. Ensure that there is a well stocked, accessible first aid kit at the venue and a telephone nearby.

JOB DESCRIPTION VOLUNTEER Co- ORDINATOR



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Job Title: Volunteer Co-ordinator

Responsible to: Club Committee

Skills and Attributes Required:

- Approachable
- Good listener
- Well organised
- Able to delegate
- Confidence
- Effective communicator
- Enthusiastic
- Good motivator
- Tactful and discrete
- Prepared to make a regular time commitment

Main Duties:

1. Supervise / oversee all club volunteers
2. Ensure that opportunities for feedback and training are provided
3. Act as the main contact for all volunteers
4. Liaise with the Chair Person to ensure that all tasks required to run the club efficiently are carried out
5. Ensure that each task has been assigned to a volunteer
6. Ensure that each volunteer understands their job and their role within the club
7. Get to know all club volunteers and potential volunteers by name
8. Ensure that all jobs have a job description – consult volunteers and the Committee to write job descriptions
9. Motivate volunteers through recognition of their contribution and via regular feedback
10. Co-ordinate the “Volunteer of the Year” award
11. Co-ordinate the implementation of the volunteer recruitment plan
12. Annually monitor and evaluate the plan for effectiveness and report back to the Committee

JOB DESCRIPTION PUBLICITY OFFICER



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Job Title: Publicity Officer

Responsible to: Club Committee

Skills and Attributes Required:

- Enthusiasm
- Well organised
- Prepared to make a regular time commitment
- Confidence
- Imagination
- Good written and spoken communication

Main Duties:

1. Take responsibility for publicising the club and its events
2. Liaise with the Chair Person to promote the club
3. Build a list of local media contacts
4. Collate the results / match reports and send to the local / national press
5. Produce press releases / articles to promote and publicise the club through the media
6. Invite the press to attend club events and crucial matches
7. Keep a record of all press cuttings, radio and TV coverage
8. If unable to attend committee meetings, send a written report to the Secretary
9. Liaise with the sponsorship / events officer regarding potential sponsors

JOB DESCRIPTION FUNDRAISER OFFICER



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Job Title: Fund Raising Officer

Responsible to: Club Committee

Skills and Attributes Required:

- Enthusiasm
- Well organised
- Good at delegation
- Prepared to make a regular time commitment
- Confidence
- Creative
- Good written and spoken communication

Main Duties:

1. To co-ordinate fund raising events on a regular basis
2. Apply for grants or other forms of financial assistance from organisations such as sportscotland, Local Authorities, Scotland Against Drugs etc
3. To secure sponsorship deals from the private sector
4. To ensure events are properly licensed with Local Authorities etc
5. To promote fund raising events in the local press with the help of the Publicity Officer
6. Ensure funds are properly accounted for and information is passed to the Treasurer
7. Sale of lottery tickets, raffles etc on a regular basis



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JOB DESCRIPTION for SDO

Job Title: Club Sport Development Officer

Responsible to: Club Committee

Sports development officers aim to provide opportunities for participation in sport for all sections of the community. They distribute information and organize sport-related projects, classes, programmes, coaching, club development and training for those who want to participate for fun and those who are interested in competition.

The central role of this profession is to increase participation in sport of all kinds, but sports development officers also address issues of health, crime and social inclusion, often working with organizations such as health boards, schools, sports governing bodies and regeneration initiatives. They work in partnership with government bodies to deliver government initiatives relating to sport.

Main Duties:

The activities that a sports development officer could become involved with include:

1. Identifying sport, recreation and health initiatives and overseeing strategic planning and implementation;
2. Coordinating, delivering and promoting relevant activities, classes and events;
3. Employing, training, supporting, developing and managing coaches and volunteer staff;
4. Raising public awareness of health and fitness issues and promoting participation in sport;
5. Evaluating and monitoring activities and projects using performance indicators;
6. Maintaining records and producing written reports;
7. Attending local, regional and national meetings, seminars and conferences;
8. Checking venues and managing facilities;
9. Liaising with clubs to develop best practice in coaching, youth development and issues such as child protection to manage clubs effectively;
10. Working in partnership with schools initiatives such as 'active schools', to encourage participation in sport and organize parental involvement;
11. Working with governing bodies for specific sports in relation to clubs and events;
12. Developing a range of partnerships with organizations and initiatives focused on health education, criminal justice and community regeneration;
13. Managing resources and a budget and identifying potential opportunities for external funding;
14. Maintaining links with county, regional and national sporting representatives;



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JOB DESCRIPTION for OFFICE MANAGER

Job Title: Office Manager

Responsible to: Club Committee

Office managers organize and supervise all of the administrative activities that facilitate the smooth running of an office.

The role is very similar to that of an administrator or senior secretary. The office manager will be expected to carry out a range of administrative and IT-related tasks.

Although the individual nature of Jidel office manager's work will greatly differ from regular organizations, the one factor it has in common is that they are ultimately responsible for ensuring that their office runs efficiently.

Responsible to: Club Committee

Main Duties:

The balance of administrative and managerial duties undertaken will typically change day to day. The office manager is responsible for arranging meetings and typing documents (if there is help at hand) the office manager's role would be more organizational/supervisory in nature. In general, tasks typically involve:

1. Arranging travel;
2. Organizing meetings and appointments;
3. Delegating work and workload planning;
4. Ordering stationery;
5. Dealing with post and emails;
6. Writing reports;
7. Supervising the work of clerical and secretarial staff, monitoring the workload
8. Liaising with members of the senior management team;
9. Keeping personnel records;
10. Organizing the recruitment of new staff;
11. Controlling the office budget;
12. Dealing with complex queries and complaints
13. Administering payroll systems (if necessary)
14. Discussing problems with staff;
15. Dealing with a wide range of human resource issues;
16. Meeting with senior managers to review office performance;
17. Devising and conducting induction programmes;
18. Organizing office maintenance and repair work;
19. Supervising the implementation of new office systems;
20. Reviewing and updating health and safety policies

JOB DESCRIPTION for Lead CLUB COACH



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Job Title: Lead Club Coach

Responsible to: Head Coach

Main Duties:

1. To take full responsibility for a club junior or senior coaching session
2. To prepare all coaching session beforehand.
3. To work with and include any assistant coach or coaches in the preparation and running of the session.
4. To attend relevant club meetings and report on progress.
5. Offer the club feedback on the organisation and the degree of success of junior coaching and competitions.
6. To assist in the selection of teams.
7. To travel to competitions with junior team(s).

JOB DESCRIPTION for ASSISTANT CLUB COACH



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Job Title: Assistant Club Coach

Responsible to: Senior Coaches

Main Duties:

1. To assist with the clubs judo session.
2. To assist in the preparation of coaching sessions beforehand.
3. To work with the club coach in the preparation and running of each session.
4. To offer the club feedback on the organisation and degree of success of junior coaching and competitions.
5. To travel to competitions with the junior team(s).



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JOB DESCRIPTION VOLUNTEER JUNIOR Co- ORDINATOR

Job Title: Volunteer Junior Co-ordinator

Responsible to: Club Committee

Eligibility: Must be a Cadet

Skills and Attributes Required:

- Approachable
- Good listener
- Well organised
- Able to delegate
- Confidence
- Effective communicator
- Enthusiastic
- Good motivator
- Tactful and discrete
- Prepared to make a regular time commitment

Main Duties:

1. Supervise / oversee all club volunteers
2. Ensure that opportunities for feedback and training are provided
3. Act as the main contact for all volunteers
4. Liaise with the Chair Person to ensure that all tasks required to run the club efficiently are carried out
5. Ensure that each task has been assigned to a volunteer
6. Ensure that each volunteer understands their job and their role within the club
7. Get to know all club volunteers and potential volunteers by name
8. Ensure that all jobs have a job description – consult volunteers and the Committee to write job descriptions
9. Motivate volunteers through recognition of their contribution and via regular feedback
10. Co-ordinate the “Volunteer of the Year” award
11. Co-ordinate the implementation of the volunteer recruitment plan
12. Annually monitor and evaluate the plan for effectiveness and report back to the Committee

JOB DESCRIPTION COACHING CO- ORDINATOR



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Job Title: Coaching Co-ordinator

Responsible to: Head Coach

Eligibility: UKCC Level 2 (or UKCC level 1 working towards level 2)

Skills and Attributes Required:

- Approachable
- Good listener
- Well organised
- Able to delegate
- Confidence
- Effective communicator
- Enthusiastic
- Good motivator
- Tactful and discrete
- Prepared to make a regular time commitment

Main Duties:

1. Supervise / all aspects of coaching programme
2. Ensure that opportunities for feedback and training are provided
3. Act as the main contact for all coaches
4. Liaise with the Senior Club Coach to ensure that all tasks required to run the club efficiently are carried out
5. Ensure that each task has been assigned to a coach
6. Ensure that each coach understands their job and their role within the club
7. Get to know all club coaches and potential coaches by name
8. Ensure that all jobs have a job description – consult coaches and the Committee to write job descriptions
9. Motivate coaches through recognition of their contribution and via regular feedback
10. Co-ordinate the “Coach of the Year” award
11. Co-ordinate the implementation of the coaching recruitment plan
12. Annually monitor and evaluate the plan for effectiveness and report back to the Committee