



ROLE DESCRIPTION FOR A CLUB AND JUNIOR DEVELOPMENT OFFICER

The information below outlines the role, and skills and knowledge to look for in a Club and Junior Development Officer.

ROLE

- To sit on the Abingdon Hockey Club committee and attend meetings.
- To have a vote on the committee.
- To take the lead (with the support of the committee) for developing the club, including training.
- To ensure that training sessions are organised, including booking pitches and ensuring that a suitably-qualified coach is present to lead the session.
- To liaise with the coaches, including any external coach, and be able to represent the coaches to the committee (since a coach is not automatically a member of the committee).
- To take the lead (with the support of the committee) for developing a junior section of Abingdon Hockey Club; including taking the initiative in organising events which will help us to build a junior section.
- To work with the Club Welfare Officer to ensure that events organised to develop our juniors comply with England Hockey good practice and safeguarding children policies.
- To help encourage and recruit more junior members into the club.
- To take the lead on advertising events aimed at recruiting more juniors.
- To organise volunteers, first aiders and coaches for junior events.
- To liaise with local authorities, local schools and other bodies (including England Hockey) to help develop a junior section.

EXPERIENCE, KNOWLEDGE & SKILLS

- Knowledge of the England Hockey's Safeguarding and Protecting Young People in Hockey Policy & Procedures.
- Basic knowledge of core legislation, government guidance and national framework for child protection. *This can be gained through training.*
- Approachable.
- Youth-oriented.
- Basic administration skills.
- Good communication skills.
- Good interpersonal skills.
- Good organisation skills.



CRB CHECK

- Please be advised that this position is considered to involve substantial contact with children. Under the provisions of Exceptions Orders to the Rehabilitation of Offenders Act 1974, successful applicants will be asked to undertake an Enhanced Disclosure through the Criminal Records Bureau (CRB). An Enhanced Disclosure will contain information about criminal offences including convictions, cautions, reprimands and warnings. It will detail ALL previous convictions etc. including those usually regarded as “spent” under the Rehabilitation of Offenders Act 1974.
- This club has a policy on the recruitment of ex-offenders, and a copy can be found on the club's web site or on request from any club official. Having a criminal record will not necessarily bar you from working or volunteering for Abingdon Hockey Club. This will depend on the nature of the position and the circumstances and background of your offences.