



Patrons: Sharron Davies MBE, Stephanie Millward MBE

Training and Development Officer

Role

To be responsible for overseeing the training of volunteers and staff within the club by providing appropriate training, support and recognition. They will liaise with the TeamBath AS network clubs to help with training of their volunteers. The Training and Development Officer reports to the Chairperson.

Skills

- Enthusiastic with a good knowledge of the club and volunteer roles required
- Be an excellent communicator with good verbal, written and IT skills
- Have a knowledge and empathy for volunteer needs
- Have good organisational skills
- Knowledge of funding streams is desirable

Main duties

- To be responsible for creating and implementing a Workforce Development Plan
- To build effective relationships with volunteers, coaches and ASA officers e.g. Southwest Club Development Officer
- To co-ordinate and help organise training for the club and network workforce ensuring that courses are registered correctly with the ASA awarding body or SportscoachUK.
- To liaise with external training providers and tutors for the provision of training.
- To book rooms, provide documentation and resources for courses.
- To ensure that all members of the club workforce have role/job descriptions.
- Advertise courses, provide booking advice and ensure that resources are used effectively.
- Ensure funding streams are utilised.
- Complete a network training analysis with the TeamBath AS clubs to identify any gaps in provision for the region.
- To be involved in the clubs development plan.
- To provide information on courses to the TeamBath AS network clubs and extend availability to the South West if required.
- To nominate and recognise volunteers, coaches for appropriate awards or local schemes.
- Ensure the club is aware of schemes like Young Volunteers.
- Provide updates for the club newsletter and Somerset ASA

Commitment

- Ongoing commitment
- Attendance at monthly committee meetings and TeamBath AS network meetings

Benefits to Self

Contribution to ensuring a well-managed club and an opportunity to make a real difference to the success of your club.

Training requirement

- Current Safeguarding and Protecting Children certificate
- Workforce Co-ordinators online module and various funding workshops through county sports partnerships.