

Roles of Special Responsibility

Title	Role Objectives
Recruitment Co-ordinator	<ul style="list-style-type: none"> • Identification of potential shortfalls in club personnel and the identification of likely candidates. • Ensure that a Club induction is undertaken with all officers in terms of Child Protection policy, 1st Aid policy, Finance policy, Training and Matchday administration etc.
Events Co-ordinator **	<ul style="list-style-type: none"> • To lead a subcommittee in budgeting and planning a series of social and fundraising events and the club's presentation evening.
Club Development Co-ordinator **	<ul style="list-style-type: none"> • To develop the club in terms of F.A. recognition, through Charter Standard and the F.A. Football Development Strategy to maximise the benefit to the club.
1 st Aid Co-ordinator	<ul style="list-style-type: none"> • To develop the club's 1st Aid policy as required • To ensure compliance with the policy through a programme of training and audit. • To ensure all squads have the appropriate equipment to enable them to comply with the club's 1st Aid policy.
Facilities Development Co-ordinator **	<ul style="list-style-type: none"> • To develop the club's strategy and assign timescales to the club's facilities development. • To chair the club's facilities development subcommittee and ensure that regular subcommittee meetings take place. • To lead the club's interests in dealing with external clubs and organisations • To feed back as appropriate to the general committee meeting.
Community Contact Co-ordinator	<ul style="list-style-type: none"> • To raise the profile of the club within the community using local publications, press and other media.
Training Records Administrator	<ul style="list-style-type: none"> • To maintain a database of all club related training of its officials • To identify all time expired training and advise appropriate co-ordinator
Website Administrator	<ul style="list-style-type: none"> • Maintain and update standard website features on a frequent basis. • Develop website features for maximum Club benefit.
External Funding Co-ordinator	<ul style="list-style-type: none"> • To identify sources of external funding from Football Association, Football Foundation, Lottery etc • To work with other co-ordinators, such as Facilities Development, to prepare and submit grant/sponsorship applications as required
Football Development Officer **	<ul style="list-style-type: none"> • To develop a strategy to raise the standards of coaching to all players using internal and external resources in liaison with the club's Football Technical Consultant. • To identify sources of internal and external football skills training resource. • To agree and manage an annual budget of football related training. • To communicate the plan to all squad managers as appropriate • To deliver an annual training plan to players, coaches and referees.
Football Technical Consultant	<ul style="list-style-type: none"> • A minimum F.A. Level 2 coaching qualification • Assist Football Development Officer in planning and delivery of an annual training plan to players, coaches and referees.
Child Protection Officer	<ul style="list-style-type: none"> • To ensure that the Club follows the F.A. guidelines on Child Protection issues • To act as a focal point for all Child Protection issues arising within the Club.

	<ul style="list-style-type: none"> • To ensure that all club activities are undertaken in accordance with the Club's Child Protection Policy. • To lead the Child Protection Subcommittee where matters arise in contravention of the Club's Child Protection Policy. • To monitor and update the Club's Child Protection Policy as required.
Girls Football Development Officer **	<ul style="list-style-type: none"> • To lead a development group for girls' football within the Club • To develop and deliver a strategy to increase the number of girl members of the Club. • To develop and deliver a strategy to increase the number of girls' squads within the Club
Club Marketing and Sponsorship Co-ordinator	<ul style="list-style-type: none"> • Lead a group to develop strategy and policy on squad and club sponsorship • Develop standard packages to be available to sponsors • Maximise Club income through sponsorship, by raising potential sponsors' awareness, increasing the number of sponsors and working with key sponsors to enhance mutual benefit.
Fixture Controller	<ul style="list-style-type: none"> • To ensure website contains all up to date fixture information • To co-ordinate and book pitches for all squads as required. • To co-ordinate and book training facilities for all squads as required
Female Volunteer co-ordinator	<ul style="list-style-type: none"> • To support and promote female volunteers within the club with both junior and senior female volunteers. • To be the first point of contact for the Nott's County Council Girl's & Women's Development officers and relay information and material to the female volunteers within the club. • To work & communicate with the Football Development Officer, Girls Football Development Officer & Recruitment Co-ordinator regards opportunities for existing/new coaches and players. <p>(This is an opportunity to help spearhead Girl's & Women's football within the club – we need more Women coaches!)</p>
Disability Football Co ordinator **	<ul style="list-style-type: none"> • Act as the focal point for Disability Football issues within the club.
Butt Field Maintenance	<ul style="list-style-type: none"> • Maintain communication with Butt Field Committee
Kit / Equipment Co-ordinator	<ul style="list-style-type: none"> • To purchase and distribute kit, training clothing and equipment as necessary

All co-ordinators shall be required to report to the general committee as appropriate for their role.

** Denotes a position requiring the person holding the RSR to submit an annual plan, outlining his/her objectives for the year before 1st August.