



## Role Description: Training & Development Officer

The role of the Training and Development Officer is to assist Team Managers and Coaches in identifying training and development needs and solutions for the coaching staff and volunteers. The T&D Officer has overall responsibility to recommend training events and opportunities within the club's budget.

Additionally, the T&D Officer has responsibility for The Club's Charter Standard accreditation and as such maintains the Club's Policies, Procedures and Registers. The role holder also coordinates the Charter Standard Annual Review.

<b>Responsible to:</b>	<ul style="list-style-type: none"> <li>• Committee</li> <li>• Secretary</li> </ul>	<b>Responsible for:</b>	<ul style="list-style-type: none"> <li>• Club members deployed through agreed programmes</li> </ul>
<b>Main Duties</b>		<b>Skills Required</b>	
<ul style="list-style-type: none"> <li>• In partnership with other officers facilitate club development planning process.</li> <li>• Perform Training Needs Analysis for all club members. Identify training solutions.</li> <li>• Proactively monitor adherence to good practice and child protection policies and procedures throughout the club.</li> <li>• Facilitate the Annual Review and maintain the club Development Plan.</li> <li>• Identify opportunities to implement a progressive development structure for talented players.</li> <li>• Provide guidance to club coaches.</li> <li>• Support Player assessment process.</li> <li>• Support annual team trials.</li> <li>• Promote the sharing of good practice.</li> <li>• Monitor compliance to club Health and Safety policies.</li> <li>• Monitor and promote Child Protection policies.</li> <li>• Support assessments on activities / facilities relating to events.</li> <li>• Liaise with external parties for player opportunities.</li> <li>• Liaise with local schools for player recruitment opportunities</li> </ul>		<ul style="list-style-type: none"> <li>• Effective communication, interpersonal, negotiation and facilitation skills</li> <li>• Patient, friendly, approachable and a good listener</li> <li>• Confident and diplomatic</li> <li>• Enthusiastic, reliable and motivational</li> <li>• An interest in sport, health &amp; fitness</li> <li>• Committed to equal opportunities</li> <li>• Open-minded and proactive in their assistance</li> <li>• Knowledge of:               <ul style="list-style-type: none"> <li>○ Volunteer development</li> <li>○ Club Development</li> <li>○ Coach development</li> </ul> </li> </ul>	

### The Commitment we are looking for



The commitment is for the time it will take you to undertake the main duties.

The 'term of office' is indefinite, however, reviewed at the AGM. Commencing on appointment in accordance with The Club Recruitment Policy and subject to appropriate passing of a trial period (if applicable) and achievement of qualifications and successful CRB check.

### **Our Commitment to you**

The Club secretary and The Committee will provide assistance as necessary.

We will provide access to appropriate training courses to assist in the execution of duties.

All club members (coaches, volunteers and players) will upon request comply with all requests.

We pay your expenses in accordance with our expense policy

### **Other Resources Available**

<http://teamer.net> assists in team management and organisation. Teamer provides a free SMS text service making it simple to advise players and coaches of events, it is a secure and free solution and is a major benefit to club organisation and communication with players."

The **runningsports** website ([www.runningsports.org](http://www.runningsports.org)) has useful resources including Quick Guides, Top Tips, and information on available training including workshops and workbooks.

Also check out the following web sites for other available resources:

English Federation of Disability Sport	<a href="http://www.efds.co.uk">www.efds.co.uk</a>
How to be An Activity Buddy Online Training	<a href="http://aabstraining.efds.co.uk/">http://aabstraining.efds.co.uk/</a>