



## Workforce Co-ordinator

### ROLE

Co-ordinating the recruitment and organisation of volunteers within the club.

### SKILLS

- Well organised and able to delegate
- Enthusiastic and a good motivator
- Approachable
- Confident and effective communicator

### MAIN DUTIES

- Main contact for all volunteers
- To be responsible for creating and implementing a Workforce Development Plan
- Get to know all club volunteers and potential volunteers by name
- Ensure all jobs have job descriptions
- Supervise and oversee all volunteers
- Liaise with the Chairperson to ensure all tasks required to run the club are carried out
- Co-ordinate the implementation of the volunteers requirements
- Liaise with other role holders (e.g. Competition Secretary) as to their volunteer requirements
- Liaise closely with the Welfare Officer to ensure that each volunteer is aware of the Child Protection Policy and Procedures
- Awareness of the Sport England – Volunteers Investment Programme (VIP)
- Ensure volunteers are directed to the ASA website for useful information on volunteering
- Organise social and recruitment events for volunteers

### COMMITMENT

Determined by the club i.e. 2 hours per week plus Committee Meetings.

### BENEFITS TO SELF

Contribution to creating a better structure for volunteers within swimming and simultaneously helping your club by recruiting more volunteers.