

Bournemouth Rugby Football Club

Job Specification - Volunteer Co-ordinator

Main purpose of role

To provide a focal point for volunteers and volunteering within the Club

To facilitate the recruitment, retention, recognition and reward of volunteers within the Club.

Actual duties involved

To identify means of recruiting potential volunteers and to ensure that a policy of open recruitment when advertising for, and appointing volunteers is implemented

To formulate up-to-date Terms of Reference for volunteer positions

To appoint sufficient volunteers to formulate Club committee and sub committees, to organise and support Club activities and events

To ensure that new volunteers are welcomed appropriately and are provided with all relevant information and support (e.g. create a mentoring / buddy system within the Club for new volunteers)

To attend events, tournaments and social evenings to promote and encourage new volunteers

To ensure individual volunteers are given appropriate support and guidance to maintain their enthusiasm

To identify means of recognising and rewarding volunteers

To nominate volunteers through the RFU Volunteer Recognition Awards, by completing the enclosed nomination form

To become a free VIP Member (Volunteer Investment Programme - please call 0800 363373) in order to be updated on all volunteering issues and if appropriate to apply for a Volunteer Recognition Award.

Liaison with

The Club Executive and Management committees, all Club sub committees, new and existing members, local schools, colleges and universities, and the local RDO.

The post holder will be responsible to: The Club Management Committee

Meetings to attend

Club Management Committee meetings to advise on the recruitment, retention, recognition and rewarding of volunteers and to advise on the number of volunteers required

Sub committees by request to give advice and induct new volunteers

Annual General Meeting if appropriate

To induct newly appointed volunteers and provide existing volunteers with support and guidance

Estimated time commitment: 2 -4 hours a month

Term of role: To be appointed at the Club AGM and to retain the role for a maximum of 3 years.

Attributes

Ability to motivate and encourage Club volunteers.

Communication skills: written and, particularly, verbal.

Other Information

This is an essential role within the Club, as it provides an opportunity to get to know a wide range of people, in order to formulate a strong volunteer workforce