

**Volunteer Coordinator**  
**(Approximately 5 hours a week, £11.75 an hour)**  
**Reports to the Chairman**

**Background**

Bishops Lydeard AFC already has a substantial number of people who offer their time to help with a range of activities within the club.

We believe that it should be possible to organize this goodwill more effectively and encourage more people to help, both from within the club and from the local community.

**Overall Responsibility**

To build an effective group of volunteers to support the club's activities in all areas except coaching.

**General**

The role requires flexible hours with many of the tasks undertaken at times that suit. There will need to be some meetings & training sessions at the club and it is likely that some of these will be during the weekend.

It is envisaged that this role will be instrumental in supporting existing volunteers within the club and attracting new volunteers from within the club and from the wider community.

**Key Tasks**

- To be the focal point for understanding the tasks which volunteers currently do and what could be done.
- To ensure there is an effective recruitment process for volunteers to help within the club.
- To induct new volunteers into the club.
- To work with volunteers to identify any training needs.
- To ensure there is a suitable training programme for volunteers where it is needed.
- To agree budgets for any specific one off projects that might be undertaken.
- To work effectively with the Clubhouse café manager & Head Groundsman to understand their needs.

**Key Skills**

- Ability to communicate with and motivate people from a range of backgrounds.
- Well organized.
- Ability to plan resources in advance of activities.

Please apply in writing to [committee@blaafc.org.uk](mailto:committee@blaafc.org.uk)

Closing date: Friday 4<sup>th</sup> August 2023.

If you would like to discuss this role further please contact Gary Brown (Chairman) or Nigel Morris (Finance Director).