



MORPETH TOWN JUNIORS

ROLE DESCRIPTION

RECRUITMENT OFFICER

Purpose of the Position

The main purpose of this role is to primarily manage the pre-team age group sessions called Morpeth Minis (boys) and Wildcats (Girls). This will include the promotion and running of weekly sessions with a view to the establishment of teams for the club at the youngest age groups with the consequent need to recruit volunteer coaches to facilitate the setting up of new squads.

The role will also be the point of contact for recruitment activity at any age group as required by the club – again, be it for players or volunteer coaches.

Responsibilities & Duties

General

- A passion for child sports & grassroots football.
- Always place children's welfare first, escalate any concerns to the Club Welfare officer.
- Operate within the rules and spirit of the club's constitution, code of conduct and active policies.
- Consistently behave as a positive role model, gaining the respect and trust of the children's parents and people you work with.
- Work proactively with other club officials to develop a first class club.
- Promote the club's policies and those of the FA.
- Be an elected member of the clubs Executive Committee.

Role Specific

- Organise and deliver weekly fun coaching sessions (with volunteers) for pre-team boys and girls. Age group will be Reception to Year 2, with the integration of children due to start Reception over the prior summer as Year 1 and Year 2 children progress.
- Via the sessions, seek to establish new teams each year for boys and girls starting at U7 level or U8 level as required.
- Promote and secure volunteer coaches to facilitate the setting up of teams. This will require good communication and the sharing of information in terms of roles responsibilities and qualifications.
- Assist new coaches in terms of integrating them into sessions.

- Design and distribute flyers promoting the Minis and Wildcats sessions (along with any other recruitment activity as required by the club).
- In conjunction with the kit officer, ensure all new team kit and equipment are ordered and supplied in good time, including coaches' attire.
- Design and promote any specific recruitment activity as required by the club (in conjunction with Digital Media Officer)
- In conjunction with mentor coach, host a 'new coach' event every summer to act as a key information sharing event in terms of the role of a coach.
- Promote the club's Coaching Ethos to all new volunteer coaches.
- Attend club committee meetings.

Ensure the Executive Committee functions properly.

The club's Recruitment Officer should support the club chairperson to ensure the club's committee functions properly (see role description for club chairperson), but be in a position to quickly communicate information about all matters and initiatives specific to the recruitment activity – especially at the youngest age groups..

To represent the organisation

- Advocate and promote the club in the local community.
- Positively encourage and enthuse members of the club to get involved in activities and take responsibility for their actions.

Essential Requirements

- Must hold or be able to hold a club Disclosure & Barring Service (DBS) Enhanced Criminal Record with Children's Barred List check before appointment at the clubs AGM.
- Hold a 'Safeguarding for Committee Members' qualification via the FA (a 1-hour online course).
- Hold or undertake the 'Safeguarding for Children', 'Introduction to First Aid in Football' and 'Introduction to Coaching Football' qualifications via the FA.

Desirable Requirements

- Experience in working within youth football or a similar organisation.
- Understanding of club administrative routines.

Essential qualities or behaviours

- Good written and verbal communication skills.
- High levels of organisation and commitment.

Desirable qualities or behaviours

- Commitment to promotion and ensuring the best interest of Morpeth Town Juniors are always protected.
- Attention to detail.

How much time will I need to give to the role?

Assuming the club get the correct structure in place, the role is primarily engaged on Sunday mornings for 3-4 hours, plus an extra 1 hour a week towards the general delivery of the role should suffice. No team / squad commitment is required.