



MORPETH TOWN JUNIORS

ROLE DESCRIPTION

DISABILITY OFFICER

Purpose of the Position

The main purpose of the role is to focus specifically on the interests of the club's disability offering, ensuring a consistent recruitment activity and organising activities and events as required. This will largely involve the promotion, organisation and delivery of weekly sessions to children of pan-disability.

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, promote and deliver weekly fun sessions for children with pan-disabilities.
- Secure volunteers to support and assist in the delivery of these sessions.
- Link in with key community stakeholders to promote this club offering to Morpeth and surrounding area.
- Ensure the club meets its disability objectives as required by the FA's accreditation scheme.
- Attend meetings specific to the sector as and when required – usually delivered by local FA or a meeting at club with a representative of local FA.
- Consider and plan future objectives for the club disability section and link in with club committee and the regular reviews of club development plan.
- Consider the needs of the local community when shaping the club's offering to the sector.

Ensure the Executive Committee functions properly.

The club Disability Football 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 disability offering the club runs.

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 club's 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.
- Some experience of working with children with disabilities and an understanding of their specific needs.

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 one of delivering the club's disability football offering. A commitment of 2-3 hours per week should suffice. The role will involve some coaching activity once the necessary qualifications are in place but it is not envisaged to involve the running of any specific squad.