



MORPETH TOWN JUNIORS

ROLE DESCRIPTION

EVENT ORGANISATION

Purpose of the Position

The main purpose of the role is the organisation and delivery of club specific events – in particular, the club Christmas Party in December, the club Fun Day in June, any tournament the club hosts and any other event as promoted by the Juniors. This could include the promotion of events run by Morpeth Town FC with heavy involvement of Juniors' members.

As closely linked to the Fun Day, the role will also include the ordering and delivery of end of season trophies for the club members.

Some volunteers assistance will be required to support the role from time to time.

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 the club Christmas Party in December. Include arranging a suitable date with Morpeth Town FC / Craik Park clubhouse, the securing of a children's entertainer, a 'Santa Claus' and Christmas Presents (Selection Boxes) for children attending. Will involve wrapping of Selection Boxes and delivery to premises. In conjunction with club treasurer, manage the costs of event.
- Organise, promote and deliver (with assistance) the club Fun Day in June. Including arranging a suitable date with Morpeth Town FC, arranging the inflatables to be present on the day, securing the number of teams for the event, referees for the event and organising

a fixture rota for the day. In conjunction with the club treasurer, manage the costs of the event.

- If the club chooses to host one, organise, promote and deliver (with assistance) a tournament at Craik Park. Including arranging a suitable date with Morpeth Town FC, securing permission from Northumberland FA, arranging the inflatables for the day, liaising and promoting to other clubs across the area, securing the number of teams for the event, referees for the event and organising and communicating a fixture schedule. In conjunction with the club treasurer, manage the costs of the event.
- Organise, promote and deliver any other event as part of the club's offering (as discussed at committee level).
- Order and arrange delivery and distribution of end of season trophies for the club's teams.

Ensure the Executive Committee functions properly.

The club's Event Organiser 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 events organised by the club to ensure their smooth delivery..

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).

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?

The role time commitment is very event driven, so could involve little by way of weekly commitment, but then a period of intense activity leading up to and the delivery of any such event. This will especially be the case re the Fun Day, any tournament and the ordering and delivery of trophies where preparation should start in the Spring with events held usually in June and / or July.