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**JUNIOR DEVELOPMENT OFFICER ROLE DESCRIPTION**

**NAME OF CLUB:** Club name

**ROLE:** Junior Development Officer

**RESPONSIBLE TO:** Club Committee

**DESCRIPTION**To manage junior development at the club

**SKILLS/QUALITIES REQUIRED:**

* Experience of working with young people
* Knowledge and understanding of child protection issues
* Good communication skills
* Effective people management skills

**MAIN DUTIES**

* Responsible for co-ordination and implementation of Junior development programme
* To manage junior coaches, team managers and other volunteers as necessary
* To ensure that appropriate policies and guidelines are in place for junior members and those people working with juniors
* To represent the interest of junior members at management committee meetings
* To manage problems and issues arising from the junior section
* To work with other agencies such as local schools and local sports authority development units to improve/sustain club membership
* To review the activities of the junior section through feedback and evaluation on an annual basis

**COMMITMENT**

* Attend the AGM and any other meetings, deal with junior issues as and when they arise, continued junior development
* Approx. xx hours per week/month

***Amend any responsibilities which are not relevant to your club***