



Committee & Volunteer Role Outlines

Approved by the Committee on 15th February 2022

to be reviewed February 2023



Role-Holders

Current

Committee Roles	Name	In Role Since
Chair	Ruth Hancock	09/10/2020
Membership Secretary	Alice Inglis	01/04/2021
Secretary	Anna Bonner	07/12/2020
Treasurer (Vice Chair)	Gemma Wardle	29/06/2020
Competitive Team Manager	Chris Lees	07/06/2021
Head Coach	Chris Lees	29/06/2020
Officials Coordinator	Vacancy	-
Publicity Officer	Sara Sherwood	01/02/2021
Welfare Officer/DBS Verifier	Kay Kelly	09/10/2020
Welfare Officer – Deputy	Chris Lees	07/06/2021
Volunteer Roles		
Buddy Coordinator	Gemma Wardle	01/04/2021
Grants & Funding Officer	Vacancy	-
Kit Coordinator	Anna Bonner	03/11/2020
Mental Health Champion	Kay Kelly & Anna Bonner	12/04/2021
Parkrun Liaison	Vacancy	-
Route Planner	Gemma Wardle	03/11/2020
Social & Fundraising Events	Nige Haresign	03/11/2021

Previous

Role	Name	Dates
Membership Secretary	Alasdair McWilliam	29/06/2020 – 31/03/2021
Secretary	Helen Banks	20/10/2020 – 07/12/2020
Secretary	Beth Capel	29/06/2020 – 22/09/2020
Welfare Officer/DBS Verifier	Ruth Hancock	29/06/2020 – 09/10/2020
Chair	Toby Ellis	29/06/2020 – 09/10/2020



Skills Required

Each role requires a specific skillset which is based on the following matrix:

Definition of skills	General definition	Required skill level			
		0	1	2	3
Organization	The abilities that let you stay focused on different tasks, and use your time, energy, strength, mental capacity, physical space, etc. effectively and efficiently in order to achieve the desired outcomes and meet deadlines.	Not required	Average ability - competent but not considered as a particular strength, and able to achieve required outcomes reliably and independently	Above average ability - considered a particular strength	Highly skilled - for example trained or qualified, or practising at a high level in daily life
Communication	Absorbing, sharing, and understanding information presented. Communicating (verbally or in writing) in a way that others grasp. Respecting others' points of view through engagement and interest. Using relevant knowledge, know-how, and skills to explain and clarify thoughts and ideas. Listening to others when they communicate, asking questions to better understand.				
Literacy	The ability to read and write, with correct spelling, grammar and punctuation.				
Numeracy	The ability to understand and work with numbers.				
IT Skills	The ability to work with computers, applications and online systems.				
Time - quantity	The ability to make time available to perform a role.	Not applicable	< 30m per week	30 - 90m per week	> 90m per week
Time - sensitive	The ability to respond quickly.	Not applicable	Able to respond within a few days	Able to respond within a few hours but typically on the same day	Usually able to respond immediately
Safeguarding	Knowledge and awareness of safeguarding.	Not required	Basic safeguarding awareness	Knowledge of safeguarding processes and procedures	Ability to manage safeguarding processes

Role Outline: Buddy Coordinator

Main Duties:

- Communicate the aim of the buddy system and the process for assigning buddies to all members via the usual channels
- Collect and collate relevant information from members regarding their preferences for buddy allocation (location, people they know etc)
- Ensure that, wherever possible, buddies are assigned to everyone who requests one via the club website
- Take individual preferences into account when assigning buddies to ensure that members feel safe and happy
- Communicate buddy allocations via the WhatsApp group prior to each club session
- Maintain contingency plans for last minute changes (i.e. standby buddies) and reassign as necessary
- Report to the Welfare Officers any welfare issues relating to or raised via the buddy system
- Provide feedback to the committee regarding successes, failures and overall functionality of the system

Skills:

Organization	Communication	Literacy	Numeracy	Time - quantity	Time - sensitive	IT skills	Safeguarding
2	2	1	0	0/2	2	1	1

Notes – During lockdown, this requires much more time.



Role Outline: Chair

Main Duties:

- Hold position as director of Club Limited Company
- Support the efficient running of the club
- Chair regular committee meetings and the Annual General Meetings (AGM)
- Help others to understand their roles and responsibilities
- Recruit new committee members, taking into consideration skills, experience and diversity
- Communicate with various members within the club
- Be actively involved in creating and following a Club Development Plan
- Represent the club at local and regional events
- Assist the club to fulfil its responsibilities to safeguard children at club level
- Ensure an understanding of the legal responsibilities of the club to which the Club complies

Skills:

Organization	Communication	Literacy	Numeracy	Time - quantity	Time - sensitive	IT skills	Safeguarding
2	3	2	1	2	1	1	2

Notes – The role requires: making sure that everyone understands what is going on before, during and after the committee meetings; making sure that meetings are not just a 'talking shop' but have a purpose and result in action, by steering discussions in a structured way, and managing the time and personalities; encouraging a wide variety of views and opinions; summing up other people's views and being comfortable to put these across to all kinds of people, including large groups; sometimes finding a compromise between two people or two conflicting ideas - being fair and not letting your own feelings get in the way; responding to communications from other agencies in a timely and professional manner with good use of Standard English grammar and spelling.



Role Outline: Competitive Team Manager

Main Duties:

- Keep up to date with EA competition rules, regulations etc
- Identify potential competitors and be aware of current performance/fitness/willingness of athletes
- Select teams for competitive events
- Ensure that coaching team is aware of team selections for events in order that appropriate training plans can be implemented
- Be aware of local events and competitions and ensure that club members are informed about relevant opportunities
- Take responsibility for logistics at competitive events – organising meeting times, transport, kit requirements etc
- Liaise with event/competition organisers

Skills:

Organization	Communication	Literacy	Numeracy	Time - quantity	Time - sensitive	IT skills	Safeguarding
3	3	1	2	3	1	1	1

Notes – This role involves managing two league (NYSD) competitions per year, liaising with the head coach, officials coordinator and athletes themselves. Potentially delicate handling of the communication with athletes is sometimes required, as well as keeping on top of England Athletics and league rules and documentation.



Role Outline: Grants & Funding Officer

Main Duties:

- Identify opportunities for appropriate funding/grants/sponsorship
- Complete applications for funding/grants/sponsorship
- Track applications and report status to committee
- Liaise with Treasurer re collection/use of funds
- Carry out regular research into new funding options/sources (including businesses)
- Gather input and ideas from members re possible funding
- Liaison with/reporting back to funders
- Liaise with publicity officer to arrange press releases

Skills:

Organization	Communication	Literacy	Numeracy	Time - quantity	Time - sensitive	IT skills	Safeguarding
3	3	2	2	2	1	1	0

Notes – This role includes completing applications for funding with various organisations including gathering club documentation, writing applications, researching costs (i.e. equipment), liaising with organisations such as Town Council. Keeping track of emails to/from organisations for pending applications, liaising with the club committee and members around planning for and running events, completing risk assessments of activities where necessary before committing to applications. Depending on the application/event, this could be anywhere from 1 hour to 6 hours per month.



Role Outline: Head Coach

Main Duties:

- Take full responsibility for the club's coaching sessions team development and recruitment
- Maintain high ethical standards in coaching/instructing, ensure they keep up-to-date with their knowledge, skills and qualifications and prepare all sessions in advance
- Undertake training appropriate to the role (e.g. child protection training)
- Work with coaching team in the preparation and running of each session
- Attend club meetings and report on progress
- Offer the club feedback on the organisation and degree of success of coaching and competitions
- Assist in the selection of teams

Skills:

Organization	Communication	Literacy	Numeracy	Time - quantity	Time - sensitive	IT skills	Safeguarding
3	2	1	2	3	2	2	1

Notes – The role includes coordinating the coaching rota (~75 session per quarter), coach development, conducting or reviewing risk assessments, writing session plans and safety notes, and keeping track of athlete training plans (esp. during programmes). These activities require a significant amount of organisation and coordination, and, together with the other elements of the role, take 2-4 hours per week.



Role Outline: Kit Coordinator

Main Duties:

- Communicate process for ordering kit to all members via the usual channels
- Be the first point of contact for queries relating to club kit
- Monitor orders placed by members for club kit through the website
- Communicate with members regarding upcoming bulk order dates in order to minimise delivery charges and lead times
- Liaise with kit suppliers (currently Kukri and Design & Stitch) regarding orders, design, delivery, pricing etc
- Liaise with Treasurer to organise payment of invoices for kit orders and to ensure that pricing is appropriate
- Distribute kit to members
- Deal with issues/complaints relating to club kit and report details to committee
- Maintain accurate records of kit order and stock levels

Skills:

Organization	Communication	Literacy	Numeracy	Time - quantity	Time - sensitive	IT skills	Safeguarding
2	2	1	1	1	1	2	0

Notes – IT skills required to update club shop catalogue on website.



Role Outline: Membership Secretary

Main Duties:

- Send out reminder to all existing members at least one month before the end of the current club year that renewals will become due on 1st April
- Ensure that all new and renewing member details are quickly registered with the UKA in a quick manner
- Once registered with UKA, email the new member with their UKA number in order that they can start using it when entering races
- Keep accurate and up to date records of current membership payments and regularly update the Club Treasurer and Club Secretary with such records
- Keep accurate records of previous years membership payments
- Keep accurate and up to date records of past and present members
- Update website with membership levels, year, UKA numbers etc
- Convene subcommittee (to include the Treasurer, Head Coach, Social & Fundraising Events and Grants & Funding Officers) to review membership fees for the following club year and submit proposal to committee for approval (ready for publication in December)
- Communicate membership renewal information to all members, annually in December (with reminders as necessary until the end of the grace period in June)

Skills:

Organization	Communication	Literacy	Numeracy	Time - quantity	Time - sensitive	IT skills	Safeguarding
2	1	1	1	1	1	2	0



Role Outline: Mental Health Champion

Main Duties:

- Actively promote mental wellbeing through running
- Work with the club to support its members to improve their mental health
- Support people who are experiencing mental health problems to start running, get back into running or continue running
- Participate in England Athletics support and development programme, including attending webinars, online training and participating in EA events such as #RunandTalk
- Provide crisis contacts to the club
- Be a point of contact for anyone experiencing mental health problems
- Encourage and promote conversations about mental health
- Establish links with mental health organisations in the community

Skills:

Organization	Communication	Literacy	Numeracy	Time - quantity	Time - sensitive	IT skills	Safeguarding
2	2	1	0	1	2	1	2



Role Outline: Officials Coordinator

Main Duties:

- Be responsible for the recruitment of new officials within the club
- Ensure that officials' licences are up to date, including the experience criteria to fully complete their qualifications
- Support officials, including development of skills through further training, utilising qualifications at relevant events/competitions etc
- Source and organise marshals and other officials for official club events

Please note that in this context, officials means those with EA qualifications in officiating in track and field and/or road running events/competitions.

Currently, HARC has no qualified officials.

This role outline will be updated to encompass the EA role description which is currently in development.

Skills:

Organization	Communication	Literacy	Numeracy	Time - quantity	Time - sensitive	IT skills	Safeguarding
2	1	1	1	1	1	1	0



Role Outline: Parkrun Liaison

Main Duties:

- Liaise with Parkrun officials re club takeovers, especially to coincide with C25k graduations
- Maintain chat and news in FB and WhatsApp members' groups to keep up enthusiasm and participation
- Report on special achievements and news via usual communication channels
- Be the first contact for queries relating to Parkrun
- Ensure all members know how to register, participate, volunteer etc
- Maintain content of website page with links to Parkrun website and information on registering, participating, volunteering etc

Skills:

Organization	Communication	Literacy	Numeracy	Time - quantity	Time - sensitive	IT skills	Safeguarding
2	2	2	1	1	1	2	0



Role Outline: Publicity Officer

Main Duties:

- Prepare press releases relating to club news and events
- Liaise with social media administrators to ensure news is shared on WhatsApp, public Facebook page and private members' only Facebook group
- Liaise with press contacts to raise profile of the club through press releases
- Identify strategies for raising the profile of the club and maintaining its positive image
- Take responsibility for obtaining marketing materials, as agreed with the committee (posters, car banners etc)

Skills:

Organization	Communication	Literacy	Numeracy	Time - quantity	Time - sensitive	IT skills	Safeguarding
1	2	3	1	2	1	2	0

Notes – 3 for literacy - ensuring that event reports and publicity articles are completed in a timely manner and written in a way that engages potential members and generates positive publicity for the club, as well as being written in good English. Liaising with local press and social media to distribute articles.



Role Outline: Route Planner

Main Duties:

- Plan routes for club runs (currently Thursday evenings in Bedale and Sunday mornings across Hambleton, and HARCRuns in Bedale on Saturday mornings when Park Runs not available)
- Ensure routes offered meet the needs of club members (i.e. distance options available, variety of terrains and locations)
- Liaise with Head Coach and/or coaching team to ensure that routes selected are risk assessed for safety and suitability, and to work with coaching team to assign leaders to sessions
- Liaise with Events Coordinator to plan routes for specific events such as ‘run and pub socials’ and fundraising events
- Upload approved routes to club website
- Prepare session templates for club runs
- Publish sessions, including routes for club runs, ensuring that key safety points are kept up to date and correct leaders are assigned to each session

Skills:

Organization	Communication	Literacy	Numeracy	Time - quantity	Time - sensitive	IT skills	Safeguarding
2	1	1	1	2	1	3	0

Notes – Role requires use of route planning software, downloading files, and creating / amending routes, session plans and sessions on club website.



Role Outline: Secretary

Main Duties:

- Organise and attend key meetings (including Annual General Meetings):
 - Liaise with Chair to define agenda
 - Coordinate with all committee members to ensure submission of required reports
 - Ensure all club members are informed of the date, agenda and reports for the AGM
- Take and distribute minutes
- Delegate tasks to club members as agreed in meetings, and follow-up as appropriate
- Deal with correspondence, especially to and from England Athletics
- Attend to club affiliation to England Athletics
- Be a point of contact for club disciplinary issues, as defined in the club's policy
- Ensure insurance is up to date and relevant
- Maintain up to date records and reference files

Skills:

Organization	Communication	Literacy	Numeracy	Time - quantity	Time - sensitive	IT skills	Safeguarding
2	2	2	1	2	1	2	0



Role Outline: Social & Fundraising Events

Main Duties:

- Plan and organise fundraising and social events
- Liaise with Treasurer re collection/distribution of funds
- Communicate, advertise and promote events to participants/potential participants (working with Publicity Officer and featured charity if relevant)
- Gather input and ideas from members re possible fundraising/chosen charities
- Recruit and coordinate volunteers
- Liaise with and feedback to charities/event partners

Skills:

Organization	Communication	Literacy	Numeracy	Time - quantity	Time - sensitive	IT skills	Safeguarding
3	2	2	2	2	1	2	1

Notes – Organisation - requires liaison with potential venues, members and other committee members for social events. For fundraisers, this may also require liaison with nominated charities, councils/authorities (e.g. for road closures) and other helpers.

Role Outline: Treasurer

Main Duties:

- Act as Vice Chair in the absence of the Chair
- Manage the club's income and expenditure in accordance with club rules
- Produce an end of year financial report
- Submit annual accounts for approval by the committee and directors
- Submit approved accounts to Companies House
- Regularly report back to the club committee on all financial matters
- Ensure efficient payment of invoices and bills
- Evaluate impact of proposed amendments to charges to members (kit, programmes, membership etc)
- Deposit cash and cheques that the club receives
- Keep up to date financial records

Skills:

Organization	Communication	Literacy	Numeracy	Time - quantity	Time - sensitive	IT skills	Safeguarding
3	2	2	3	2	1	3	0

Notes – 3 for organisation - role requires methodical thinking in order to maintain accurate, well-organised records, and to fulfil all reporting requirements, both internal and external; 3 for numeracy - role requires accurate recording of financial transactions, reconciliation of accounts, analysis/production of financial reports, and calculations to assist with proposed costings (membership, kit, events etc); 3 for IT - role requires use of accounting software, club website, EA portal, HMRC and Companies House portals and banking apps.



Role Outline: Welfare Officer/DBS Verifier

Main Duties:

- Assist the club to fulfil its responsibilities to safeguard children and vulnerable adults at club level
- Assist the club to implement its safeguarding children and vulnerable adults plan at club level
- Be the first point of contact for everyone where concerns about a children's or vulnerable adults welfare, poor practice or abuse are identified
- Implement the club's reporting and recording procedures
- Maintain contact details for the local children's social care department, the police and local safeguarding children board
- Promote the club's best practice guidance/code of conducts within the club
- Represent welfare on the club's management committee
- Ensure adherence to the club's safeguarding children training
- Ensure appropriate confidentiality is maintained
- Promote anti-discriminatory practice
- Ensure verification of DBS checks for coaches and committee members

Skills:

Organization	Communication	Literacy	Numeracy	Time - quantity	Time - sensitive	IT skills	Safeguarding
1	3	2	0	1	3	1	3

Notes – Highly dependent on cases. Communication - with members and club officials, potentially delicate and needs to be sensitive and confidential and ensure actions or signposting are recorded (confidentially), as well as transparently shared with the individual. Time sensitive - issues raised may require urgent attention and will sometimes be outside 'normal' hours. Safeguarding - requires good working knowledge of safeguarding policies and procedures.



Role Outline: Deputy Welfare Officer

Main Duties:

- Assist the club to implement its safeguarding children and vulnerable adults plan at club level
- Be a point of contact for everyone where concerns about a children's or vulnerable adults welfare, poor practice or abuse are identified
- Deputise for the Head Welfare Officer
- Implement the club's reporting and recording procedures
- Maintain contact details for the local children's social care department, the police and local safeguarding children board
- Promote the club's best practice guidance/code of conducts within the club
- Represent welfare on the club's management committee
- Ensure adherence to the club's safeguarding children training
- Ensure appropriate confidentiality is maintained
- Promote anti-discriminatory practice

Skills:

Organization	Communication	Literacy	Numeracy	Time - quantity	Time - sensitive	IT skills	Safeguarding
1	3	2	0	1	3	1	3

Notes – Highly dependent on cases. Communication - with members and club officials, potentially delicate and needs to be sensitive and confidential and ensure actions or signposting are recorded (confidentially), as well as transparently shared with the individual. Time sensitive - issues raised may require urgent attention and will sometimes be outside 'normal' hours. Safeguarding - requires good working knowledge of safeguarding policies and procedures.