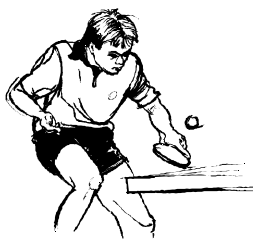

Cramlington Table Tennis Club - an ETTA *PremierClub*



Role & Responsibilities – Club Development Officer

Role:	To lead the planning, organisation and co-ordination of the development of the Club through the production and implementation of a Club Action Plan.
Status:	Volunteer
Appointed by:	Club Annual General Meeting
Responsible to:	Club committee
Reports to:	Club Chairman and the Club development group
Approximate time commitment:	Between two and four hours per week
Useful skills and experience:	Have an understanding of/interest in club development and equity in sport, be a good initiator, motivator and able to delegate. Hold an ETTA Table Tennis Development Officer Silver Award
Benefits of volunteering:	Volunteering in Table Tennis can be rewarding in itself, but it can also be fun, sociable and confidence building. The club will reimburse agreed out of pocket expenses

Responsibilities

- In conjunction with the officers of the Club co-ordinate the production, implementation and review of the **Club Action Plan**.
- In conjunction with the officers of the Club co-ordinate the improvement of club facilities and equipment.
- Represent the club at PremierClub 'cluster' meetings.
- Co-ordinate visits and links between clubs in the area/cluster.
- In conjunction with the officers of the Club and Club Fundraiser identify sources of grant aid to support existing and new club activities and members.
- In conjunction with the officers of the Club co-ordinate club and individual member applications to outside organisations for achievement/recognition awards including PremierClub club of the year awards.
- In conjunction with the officers of the Club and the Northumberland ESTTA representative develop links with other organisations e.g. local authority Sports Development Officer (SDO) and ETTA development staff.
- Attend continuing personal development courses (CPD).
- Agree to and act on Club's Equity and Child Protection policies and Club Rules and Codes of Conduct.

Task List

- In conjunction with the officers of the Club distribute copies of the **Club Action Plan** to club members and partner organisations.
- Display the Club Action Plan summary on the notice board and website.
- Produce written project reports for the club committee to assess progress in relation to the **Club Action Plan** and to satisfy funding agencies.
- In conjunction with the officers of the Club carry out a 'needs analysis' of club facilities in relation to the action plan. Identify action items to improve the existing venue or develop a project brief for a new facility.
- Arrange and /or attend cluster meetings with other clubs.
- Organise activities with other clubs in the cluster designed to share ideas/resources.
- Establish activities/links with local schools or youth organisations.
- Co-ordinate grant applications with appropriate club officers.
- In conjunction with the club Press & Publicity Officer, devise and distribute appropriate promotional material such as leaflets, posters, newsletters for the benefit of club members and the wider community.