

CB VOLUNTEER COORDINATOR

REPORTS TO: NLDRFU Management Committee

NATURE & SCOPE OF JOB:

To lead on all club volunteering related matters for NLD, including the promotion of Constituent Body (CB), RFU or external volunteering awards with clubs and collation of nominations for submission. Work with the NLD Management Committee on the creation of a succession planning process, to ensure there are always volunteers ready and willing to step up or provide cover for key roles.

PRINCIPAL RESPONSIBILITIES:

1. **Promotion of good practice in volunteer** management. Promote the Club Volunteer Coordinator role and host volunteer forums/workshops with the support of the local RDO. Identify and share good practice in volunteer recruitment, retention and recognition through NLD Communications. Signpost clubs to useful resources, e.g. volunteer role descriptions.
2. **Promotion of volunteering engagement programmes.** Promote the Young Rugby Ambassadors programme and support the creation of opportunities for young volunteers (aged 14-24). Promote Keep Your Boots On (KYBO!) and highlight the opportunities for retaining players in the game.
3. **Volunteer recognition and reward.** Promote RFU volunteer recognition and reward opportunities to clubs, collate responses, check against records to ensure the volunteer hasn't recently received high level R&R and submit nominations to RFU in good time. Liaise with NLDRFU's Honorary Secretary and International Tickets contact to ensure that records are kept of volunteers receiving tickets and/or RFU 'Money Can't Buy' volunteer recognition and reward.
4. **Communications with stakeholders.** Visit clubs regularly to increase your understanding of volunteer achievements and issues. Promote and encourage engagement by clubs in RFU initiatives and opportunities including NatWest Rugby Force, the Leadership Academy, England Rugby Deals etc. Identify potential volunteers from clubs for the Leadership Academy and NLD.

PERSON SPECIFICATION

The successful candidate will be:

- Well-organised with accurate and efficient IT and administrative skills
- Interested in volunteer management/development matters
- Well connected to clubs or willing to develop relationships
- Pro-active, confident and good at communicating
- Flexible and able to visit clubs at their convenience



NLD RFU

NOTTINGHAMSHIRE, LINCOLNSHIRE & DERBYSHIRE
RUGBY FOOTBALL UNION

