



Survive and Save Club

Job Description

Workforce Co-ordinator

Role

To oversee the Club workforce ensuring appropriate recruitment in to roles, training, support and recognition

Note that Workforce covers volunteers and staff in whatever capacity

Skills

- Enthusiastic with a good knowledge the club and the role required
- Be an excellent communicator with good verbal and written skills
- Sound organisational skills
- Be able to delegate
- Have knowledge and empathy for the workforce needs

Main Duties

- The act as the main point of contact for the Club workforce
- Responsible for creating and implementing the Workforce Development Plan
- Build effect relationships with all Club workforce
- Co-ordinate and help organise training for the Club Workforce
- Ensure that all roles with the in the club have current job descriptions
- Responsible for leading the recruitment, induction and support of all workforce in conjunction with others (Head Teacher, Chairman etc)
- Liaise with club Welfare Officer to ensure that workforce are aware of the Safeguarding and Protecting Children policies and procedures
- Establish and manage a workforce recognition programme

Time Commitment

2-3 hours per week
Committee Meetings
Other meetings as required