



COUNTY
CHAMPIONS
2012



Job Title:	Volunteer Coordinator	Job Category:	Reporting to the Director of Club Development
Location:	Hertfordshire	Travel Required:	Visits to clubs and Hertfordshire Rugby Union events; attendance at other volunteer events and training events.

Job Description

PURPOSE OF THE ROLE

Oversee the delivery of the volunteer rewards and recognition programmes for in the county.

This an opportunity to develop a CB wide recognition programme

ROLE AND RESPONSIBILITIES

GENERAL

- Develop a recognition programme across the CB
- To promote and manage the Herts & England Rugby volunteer rewards.
- To work in partnership with England rugby with the Mitsubishi volunteer programme.
- Liaise with the club volunteer coordinators
- Encourage club reward initiatives.
- Promote the various reward programmes run by England Rugby.
- To input into the CB delivery planning process.
- To provide updates for reporting into the executive.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

None necessary, desire and commitment more important.

PREFERRED SKILLS

Self-motivated, committed, enthusiastic to develop volunteer recognition across all member clubs.

Organisational ability

Ability to interface with clubs, people and create a positive working environment.

Punctual, reliable and personally well organised.

Ability to communicate with a range of people.

IT skills – effective use of email and social media.

Communication skills – presenting and speaking; meeting management; preparation of clear and concise written reports

Networking – liaison with the clubs, Hertfordshire RFU, regional and national rugby scene

ADDITIONAL NOTES

Key working partnerships

Hertfordshire RFU- Director of Club Development. Other directors as necessary.



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Clubs – volunteer co-ordinators/leads of sections			
Hertfordshire clubs & Referee Society			
England Rugby			
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Last Updated By:		Date/Time :	