

COLEBRIDGE TABLE TENNIS CLUB

Role description: Development Officer

Name of Development Officer: Neil Wheatley

Responsible to: Colebridge Management Committee

Main duties

- Support the efficient running of the club.
- Coordinate the production, implementation and review of the Colebridge Development Plan.
- Coordinate the improvement of Colebridge's facilities.
- Identify sources of grants to support existing and new club activities and members.
- Apply for the Baron Davenport Charity grant on an annual basis.
- Coordinate visits and links between clubs in the area.
- Develop links with other organisations (eg: TTE, local authorities).
- Attending key meetings (including Annual General Meetings).
- Agree to and act upon Colebridge's Equity and Safeguarding policies; and Codes of Conduct.
- Taking responsibility for personal conflicts of interest and declaring, recording and managing these appropriately.
- Arranging handover or succession planning for the position.

Development Officer - Adopted in Club Committee Meeting minutes

Signed:



Club Chairman

Dated: 11th July 2019