

## 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.
- ↳ Contribute to the production, implementation and review of the Colebridge Development Plan.
- ↳ Coordinate the improvement of Colebridge's playing 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).
- ↳ As the nominated health and safety officer, contribute to the production and review of the club risk assessments.
- ↳ Attending key meetings (including Annual General Meetings).
- ↳ Agree to and act upon Colebridge's Equity and Safeguarding policies; and Codes of Conduct.
- ↳ Arranging handover or succession planning for the position.

Development Officer - Adopted in Club Committee Meeting minutes

Signed: 

Club Chairperson

Dated: 17<sup>th</sup> August 2020