

COLEBRIDGE TABLE TENNIS CLUB

Role description: Development Officer


Name of Development Officer: (Post currently vacant)

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: A handwritten signature in black ink, appearing to read "John A. Lee", written over a horizontal line.

Club Chair

Dated: 13th November 2025