



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 that reads "John Lile".

Club Chair

Dated: 13th November 2025