

# Penicuik Athletic Youth Football Club



## Committee Roles

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| <b>Job Title</b>       | <b>Chairperson/Vice Chairperson</b>  |
| <b>Responsible To</b>  | Management Committee   |
| <b>Responsible For</b> | <ul style="list-style-type: none"> <li>• Take responsibility for managing the Committee and the affairs of the club.</li> <li>• Chair committee meetings in a way that allows everyone to present their views, so that all business is completed and that all decisions are properly understood and recorded</li> <li>• Oversee and guide all decisions taken by the Committee and sub committees.</li> <li>• In liaison with the Volunteer Co-ordinator, oversee the work of all officers/members.</li> <li>• In conjunction with the secretary, prepare and present the Annual Report</li> <li>• Liaise with the Secretary over the agenda for each meeting and approve the minutes before they are circulated.</li> <li>• Be completely familiar with the constitution, club rules, committee procedures and the National Governing Body rules and regulations.</li> <li>• Liaise with the Treasurer to ensure that funds are spent properly and in the best interests of the club.</li> <li>• Help to prepare and submit any statutory documents that are required (e.g VAT, Grant Aid Reports)</li> <li>• If unable to attend any Committee meetings, a written report should be sent to the meeting and the Vice Chairperson briefed on the Agenda.</li> </ul> |
| <b>Purpose Of Post</b> | Represent the club at local, regional and national level.  |
| <b>Key Attributes</b>  | <ul style="list-style-type: none"> <li>• Reliability</li> <li>• Enthusiasm</li> <li>• Good listener</li> <li>• Diplomacy</li> <li>• Well organised</li> <li>• Decisive</li> <li>• Confidence</li> <li>• Good Time Keeper</li> <li>• Be prepared to make a regular time commitment</li> </ul>   |

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| <b>Job Title</b>       | <b>Treasurer</b>   |
| <b>Responsible To</b>  | Management Committee   |
| <b>Responsible For</b> | <ul style="list-style-type: none"><li>• Responsible for the club finances</li><li>• Deal efficiently and effectively with all invoices and bills</li><li>• Ensure that funds are spent properly</li><li>• Issue receipts and record all money received</li><li>• Attend committee meetings, prepare reports and present to the auditors</li><li>• In agreement with committee, plan the annual budget</li><li>• Monitor the budget throughout the year</li><li>• Prepare annual accounts for AGM</li><li>• Help prepare any statutory documents that may be required e.g., VAT returns, PAYE, grant aid reports etc.</li></ul> |
| <b>Purpose Of Post</b> | Keep up to date records of all the financial transactions  |
| <b>Key Attributes</b>  | <ul style="list-style-type: none"><li>• Well organised</li><li>• Able to keep records</li><li>• Confidence in handling figures and money</li><li>• Honesty</li><li>• Prepared to make a regular time commitment</li></ul>  |

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| <b>Job Title</b>       | <b>Secretary</b>   |
| <b>Responsible To</b>  | Management Committee   |
| <b>Responsible For</b> | <ul style="list-style-type: none"><li>• Registering players on the appropriate forms</li><li>• Affiliating the club to appropriate bodies</li><li>• Attending league or association meetings</li><li>• Organising the club AGM and other club meetings</li><li>• Representing the club at outside meetings</li></ul>   |
| <b>Purpose Of Post</b> | Dealing with all club correspondence   |
| <b>Key Attributes</b>  | <ul style="list-style-type: none"><li>• Enthusiasm</li><li>• Well organised</li><li>• Good at delegation</li><li>• Prepared to make a regular time commitment</li><li>• Confidence</li><li>• Good knowledge of the workings of the club</li><li>• Good written and spoken communicator</li><li>• Good knowledge of administrative procedures and rules</li></ul> |

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| <b>Job Titles</b>      | <p><b>Coach &amp; Volunteer Coordinator (Competitive Football)</b></p> <p><b>Coach &amp; Volunteer Coordinator (Non-competitive Football)</b></p>   |
| <b>Responsible To</b>  | Management Committee  |
| <b>Responsible For</b> | <ul style="list-style-type: none"> <li>• Supervise and oversee all Club volunteers;</li> <li>• Act as the main contact for all volunteers;</li> <li>• Develop and implement induction processes for new volunteers so that volunteers are made aware of the Club processes and their own role;</li> <li>• Ensure that volunteers understand their role and provide feedback and motivation;</li> <li>• Coordinate the “Parent code of conduct” volunteer procedures and identify opportunities to use parents’ skills to develop the Club;</li> <li>• Develop and coordinate the volunteer recruitment plan;</li> <li>• Report to the Management Committee on the effectiveness of the plan</li> <li>• Maintain a database of coaching qualifications held by the club’s coaches;</li> <li>• Develop the coaching skills across the club by encouraging attendance at PQ courses and in-service sessions;</li> <li>• Establish relationships with the SFA and SWFA etc to help the club’s football structure to develop;</li> </ul> |
| <b>Purpose Of Post</b> | Recruiting volunteers to assist the delivery of the Club’s operations   |
| <b>Key Attributes</b>  | <ul style="list-style-type: none"> <li>• Well organised;</li> <li>• Enthusiastic and confident;</li> <li>• Approachable;</li> <li>• Delegation skills and persuasive;</li> <li>• Good motivator;</li> <li>• Tactful and discrete;</li> <li>• Committed</li> </ul>   |

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| <b>Job Title</b>       | <b>Head of Procurement</b>  |
| <b>Responsible To</b>  | Management Committee  |
| <b>Responsible For</b> | <ul style="list-style-type: none"><li>• Coordinate purchases of equipment and kit for the Club;</li><li>• Implement the standard kit protocols for each age group and identify requirements;</li><li>• Ensure that each team has the necessary equipment to deliver the coaching framework for their age group;</li><li>• Ensure that requirements are included in the annual budgetary process;</li><li>• Build relationships with key suppliers</li></ul> |
| <b>Purpose Of Post</b> | Delivering a consistent standard of kit across the Club in accordance with the Club's policies  |
| <b>Key Attributes</b>  | <ul style="list-style-type: none"><li>• Well organised;</li><li>• Enthusiastic;</li><li>• Approachable and consultative;</li><li>• Purchasing and negotiation skills</li></ul>  |

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| <b>Job Title</b>       | <b>Head of Football Development</b>   |
| <b>Responsible To</b>  | Management Committee  |
| <b>Responsible For</b> | <ul style="list-style-type: none"><li>• Co-ordinate the coaches and coaching for teams.</li><li>• Work with the Heads of Children and Youth Sections to design and implement the Club’s coaching framework;</li><li>• Monitor effectiveness of the framework through regular dialogue and feedback at the Football Development sub group meetings;</li><li>• Chair the Football Development sub group meetings and report back to the Management Committee;</li><li>• Ensure that the needs of the Club coaches are met as far as possible;</li><li>• Deliver “Coaching the Coaches” in-house sessions.</li></ul> |
| <b>Purpose Of Post</b> | Coordinating the coaching across the Club including coach education and establishing standards  |
| <b>Key Attributes</b>  | <ul style="list-style-type: none"><li>• Minimum qualifications – SFA level 3;</li><li>• Enthusiastic and well organised;</li><li>• Good at delegation;</li><li>• Experienced coach</li></ul>  |

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| <b>Job Title</b>       | <b>Head of Competitive Football (9s and 11s)</b>   |
| <b>Responsible To</b>  | Head of Football Development   |
| <b>Responsible For</b> | <ul style="list-style-type: none"> <li>• Work with the Heads of Football Development to design and implement the Club's coaching framework for youth teams;</li> <li>• Monitor effectiveness of the framework through regular dialogue and feedback at the Football Development sub group meetings;</li> <li>• Implement peer monitoring of youth team coaches and providing feedback;</li> <li>• Coordinate in-service days and guest coaching sessions from SFA;</li> <li>• Work with youth team coaches to implement player recruitment;</li> <li>• Ensuring that the Head of Football Development is aware of the requirements of the youth teams</li> </ul> |
| <b>Purpose Of Post</b> | Designing and implementing a consistent high standard of coaching to the Club's Youth sides  |
| <b>Key Attributes</b>  | <ul style="list-style-type: none"> <li>• Intends to remain a Youth Coach;</li> <li>• Minimum qualifications – at SFA level 3 or working towards within 6 months;</li> <li>• Enthusiastic and well organised;</li> <li>• Good at delegation;</li> <li>• Experienced coach</li> </ul>  |



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| <b>Job Title</b>       | <b>Head of Non Competitive Football (4s,5s,7s,)</b>  |
| <b>Responsible To</b>  | Head of Football Development   |
| <b>Responsible For</b> | <ul style="list-style-type: none"> <li>• Work with the Heads of Football Development to design and implement the Club’s coaching framework for children’s teams;</li> <li>• Monitor effectiveness of the framework through regular dialogue and feedback at the Football Development sub group meetings;</li> <li>• Implement peer monitoring of children’s team coaches and providing feedback;</li> <li>• Coordinate in-service days and guest coaching sessions from SFA;</li> <li>• Work with children’s team coaches to implement player recruitment;</li> <li>• Ensuring that the Head of Football Development is aware of the requirements of the children’s teams;</li> <li>• Develop relationship with ESSDA</li> </ul> |
| <b>Purpose Of Post</b> | Designing and implementing a consistent high standard of coaching to the Club’s Children’s sides   |
| <b>Key Attributes</b>  | <ul style="list-style-type: none"> <li>• Intends to remain a Children’s coach;</li> <li>• Minimum qualifications – at SFA level 3 or working towards within 6 months;</li> <li>• Enthusiastic and well organised;</li> <li>• Good at delegation;</li> <li>• Experienced coach</li> </ul>   |

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| <b>Job Title</b>       | <b>Head of Girls Section</b>  |
| <b>Responsible To</b>  | Head of Football Development  |
| <b>Responsible For</b> | <ul style="list-style-type: none"> <li>• Work with the Heads of Football Development to design and implement the Club's coaching framework for girl's teams;</li> <li>• Monitor effectiveness of the framework through regular dialogue and feedback at the Football Development sub group meetings;</li> <li>• Implement peer monitoring of girls' team coaches and providing feedback;</li> <li>• Coordinate in-service days and guest coaching sessions from SFA;</li> <li>• Work with children's team coaches and SFA Girl's Development Officer to implement player recruitment;</li> <li>• Ensuring that the Head of Football Development is aware of the requirements of the girl's teams</li> </ul> |
| <b>Purpose Of Post</b> | Designing and implementing a consistent high standard of coaching to the Club's Girl's sides  |
| <b>Key Attributes</b>  | <ul style="list-style-type: none"> <li>• Intends to remain a Girl's coach;</li> <li>• Minimum qualifications – at SFA level 3 or working towards within 6 months;</li> <li>• Enthusiastic and well organised;</li> <li>• Good at delegation;</li> <li>• Experienced coach</li> </ul>  |

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| <b>Job Title</b>       | <b>Fun 4's Coordinator</b>  |
| <b>Responsible To</b>  | Head of Football Development  |
| <b>Responsible For</b> | <ul style="list-style-type: none"> <li>• Work with the Heads of Football Development to design and implement the Club's coaching framework for the youngest children participating in Fun 4's with the focus on fun and development of core skills and preparation for the small-sided game;</li> <li>• Monitor effectiveness of the framework through regular dialogue and feedback at the Football Development sub group meetings;</li> <li>• Implement peer monitoring of coaches and providing feedback;</li> <li>• Work with coaches and local schools to implement player recruitment;</li> <li>• Ensuring that the Head of Football Development is aware of the requirements of the Fun 4 teams;</li> <li>• Develop relationship with ESSDA</li> </ul> |
| <b>Purpose Of Post</b> | Designing and implementing a consistent high standard of coaching to the Club's Fun 4's participants  |
| <b>Key Attributes</b>  | <ul style="list-style-type: none"> <li>• Intends to remain coaching Fun 4's;</li> <li>• Minimum qualifications – at SFA level 3 or working towards within 6 months;</li> <li>• Enthusiastic and well organised;</li> <li>• Good at delegation;</li> <li>• Experienced coach</li> </ul>  |

**Job Title** **Fundraising Coordinator**

**Responsible To** Management Committee

**Responsible for**

- Plan, prepare and help deliver a fundraising programme which will deliver or surpass the fundraising budget;
- Coordinate and promote fundraising events and ensuring they are properly licensed;
- Evaluate opportunities for fundraising and grant applications;
- Work with the Finance Committee and Community Liaison Officer to optimise fundraising opportunities;
- Work with the Volunteer Coordinator to get additional support for fundraising efforts

**Purpose of the post** To source funding opportunities, apply subsequently then deliver and monitor outcomes

**Key Attributes**

- Enthusiastic;
- Well organised;
- Delegation skills;
- Creative thinker;
- Persuasive to engender support and commitment from others

**Job Title**                      **Head Of Club Development**

**Responsible To**              Management Committee

**Responsible for**

- Plan and prepare a strategy which will help position the Club to achieve its longer-term objectives;
- Research opportunities to raise development funds and enter into dialogue with stakeholders and other parties who can assist;
- Input into the budget process so that the Club can create a strong financial base for development;
- Plan and prepare a community engagement plan for the Club;
- Develop our links with stakeholders;
- Implement club communication strategy – internal and external;
- Ensuring that the Club is visible, active and a positive influence in the community

**Purpose of the post**      Consider opportunities to develop the club within the community it's partners in agreement with the committee

**Key Attributes**

- Well organised;
- Creative and strategic thinker;
- Business acumen;
- Persuasive to engender support and commitment from others
- Good listener and takes on ideas from others;
- Diplomatic;
- Experience of a similar community based role would be advantageous

**Job Title**                      **Facilities Coordinator**

**Responsible To**              Management Committee

**Responsible for**

- Plan and prepare facility requirements for Club based on existing and forecast needs;
- Ensure all lets are renewed as required;
- Help ensure a fair allocation of available facilities;
- Identify opportunities for enhanced facilities and work closely with the Head of Club Development in that regard

**Purpose of the Post**    To book facilities for training sessions and matches along with organising training schedules

**Key Attributes**

- Well organised;
- Diligent;
- Diplomatic

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| <b>Job Title</b>       | <b>Child Wellbeing and Protection Officer</b>   |
| <b>Responsible To</b>  | Management Committee  |
| <b>Responsible For</b> | <ul style="list-style-type: none"> <li>• Ensuring that the Player Protection procedures are circulated and understood by all members;</li> <li>• Coordinating any in-service training for Child &amp; Vulnerable Adult Protection issues;</li> <li>• Updating the clubs' Child and Vulnerable Adult Protection Policy when appropriate;</li> <li>• Establishing and maintain the complaints procedures;</li> <li>• Attending the Sports Coach UK workshop on Good practice and Player Protection ;</li> <li>• Being familiar with current Player Protection legislation;</li> <li>• Understanding the National Governing Body Player Protection procedures, rules and regulations;</li> <li>• In the event of a complaint being made, ensuring that the complaints procedures are met and see the procedures through to the final decision;</li> <li>• If unable to attend any Committee meetings, a report / apologies should be sent to the Secretary.</li> </ul> |
| <b>Purpose Of Post</b> | Oversee the protection and welfare of all children associated to the club. To investigate and report to the committee any grievances reported to the Player Protection Officer so that player protection is maintained.   |
| <b>Key Attributes</b>  | <ul style="list-style-type: none"> <li>• Approachable with friendly manner</li> <li>• Good Listener</li> <li>• Well organised</li> <li>• Motivated</li> <li>• Prepared to pass on concerns to professional agencies when necessary.</li> <li>• Observant</li> </ul>   |

**Job Title**                    **Communications Officer**

**Responsible To**            Management Committee

**Responsible For**

- Updating the clubs various social media channels;
- Promoting all club events and initiatives via the said channels;
- Ensuring all social media content is accurate and up to date;
- Optimizing content to make full use of clubs social media;
- Generating and joining relevant conversations on behalf of the club's brand;
- Promoting the club via all communication channels digital or otherwise
- Supporting committee and officials on promotion and reporting

**Purpose Of Post**            To attract and interact with virtual communities and networks users.

**Key Attributes**

- Comfortable with the use of social media channel
- Experienced in the use of social media channel
- Good communicator
- Motivated
- Prepared to pass on concerns to professional agencies when necessary.
- Observant



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| <b>Job Title</b>       | <b>Equipment Officer</b>   |
| <b>Responsible To</b>  | Management Committee   |
| <b>Responsible For</b> | <ul style="list-style-type: none"><li>• Overseeing the utilisation and storage of all club equipment</li><li>• Maintaining and arranging repairs as necessary</li><li>• Competing a quarterly stocktake of club equipment</li><li>• Laise with coaches where equipment is identified as needed</li></ul> |
| <b>Purpose Of Post</b> | To organise, maintain and replenish club equipment as required   |
| <b>Key Attributes</b>  | <ul style="list-style-type: none"><li>• Motivated</li><li>• Proactive</li><li>• Organised</li><li>• Knowledge of equipment</li></ul>   |

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| <b>Job Title</b>       | <b>Assistant Treasurer</b>   |
| <b>Responsible To</b>  | Treasurer  |
| <b>Responsible For</b> | <ul style="list-style-type: none"><li>• Working on Projects</li><li>• Assisting Treasurer</li><li>• Sensitive Information</li></ul>  |
| <b>Purpose Of Post</b> | To support the treasurer as required and work on projects to improve financial aspects   |
| <b>Key Attributes</b>  | <ul style="list-style-type: none"><li>• Background in Finance</li><li>• Proficient with financial systems</li><li>• Computer literacy</li><li>• Well organised</li><li>• Able to keep records</li><li>• Confidence in handling figures and money</li><li>• Honesty</li></ul> |

**Job Title**                    **General Committee Member**

**Responsible To**    Management Committee

**Responsible For**

- Ad Hoc duties to support Committee members in their roles
- To be proactive and consider projects improvements to work on
- Attend events to support club throughout the year

**Purpose Of Post**    To support the club and committee members with duties, projects and events

**Key Attributes**

- Motivated
- Proactive
- Organised