



## Role Description

**Role Title:** CB Volunteer Co-ordinator

**Role Purpose:**

Lead on all club volunteering related matters for the CB, including the promotion of CB, RFU or external volunteering awards with clubs and collation of nominations for submission.

Work with the Executive Committee and CB Succession Manager in the creation of a succession planning process, to ensure you always have volunteers ready and willing to step up or provide cover for key roles.

**Reporting Line:** Chairman Club Development

**Direct reports :** None

**Working relationships:**

Chairman of the KCRFU Club development RDO's, KCRFU Executive Committee Members, Club officers, Club Development sub group volunteers, Club Volunteer coordinators, YRA, local authorities, other CB's , RFU club development, RFU volunteer Manager, sponsors and other external agencies.

**Main tasks and responsibilities:**

- **Promotion of good practice in volunteer management**  
Promote the Club Volunteer Co-ordinator (CVC) role and host volunteer forums and workshops, with the support of the local RDO. Identify and share good practice in volunteer recruitment, retention and recognition e.g. via the CB website, newsletters, social media etc. Signpost clubs to useful resources e.g. volunteer role descriptions. Promote the Young Rugby Ambassadors programme and support the creation of opportunities for young volunteers (aged 14-24)
- **Volunteer recognition and reward**  
As the main contact with the RFU's Volunteer Engagement Manager, promote RFU volunteer recognition and reward opportunities to clubs, collate responses, check against records to ensure the volunteer hasn't recently received high level R&R and submit nominations to RFU in good time. Liaise with the CB Honorary Secretary and International Tickets contact, to ensure that records are kept of volunteers receiving tickets and/or RFU Money Can't Buy volunteer recognition and reward.

- **Communications with stakeholders**

Visit clubs regularly to increase your understanding of volunteer achievements and issues. Promote and encourage engagement by clubs in RFU initiatives and opportunities including NatWest Rugby Force, the Leadership Academy, England Rugby Deals etc. Identify potential volunteers from clubs to become involved at CB level.

**Experience Knowledge and Skills :**

- Well-organised with accurate and efficient IT and administration skills
- Interested in volunteer management/development matters
- Well-connected to clubs or willing to develop relationships
- Pro-active, confident and good at communicating
- Flexible and able to visit clubs at their convenience
- Understanding of, and commitment to equal opportunities and managing diversity
- Understanding of relevant legislation and data protection aspects of the role

**Competencies:**

- Developing self and others
- Leadership
- Strategic thinking
- Drive for achievement
- Satisfying needs of related parties
- Interpersonal skills

**Protocol**

*“Whilst engaged in any activity under the auspices of Kent County RFU Ltd, it is not permitted for any adult to attempt to induce, or influence, any player to move from one club, or from one educational establishment, to another.*

*If any adult, whilst engaged in any activity under the auspices of Kent County RFU Ltd, is approached by a player or parent, in order to secure a change of playing environment for the player, the matter shall be reported immediately to the Chairman of Club Kent, who will deal with the matter.”*