Guidance & Templates for Developing Volunteer Role Descriptions

Guidance for clubs to adapt to their own needs

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Please note that Ulster Rugby has taken reasonable precautions to ensure that the information contained within this guidance and templates is accurate. However it is not intended to be comprehensive. All guidance is given in good faith without accepting any liability.

Please note that this is an evolving resource and will be periodically updated. Please check the Ulster Rugby website for the most recent version.

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Guidance for Developing Volunteer Role Descriptions

Volunteer role descriptions are the cornerstone of good practice in volunteer recruitment. They should set out clearly information about: the organisation, the role and what is involved.

When planning a volunteer role you need to think about the following:

- **What** is it that you want the volunteer to do? Think about all the tasks that will be involved. Be careful not to put too much into one role.
- **When?** Be realistic about the hours that it will take someone to carry out the role. Will they be able to do it from home at a time that suits them or do they need to be involved at a set time? Will it be during the day, in the evening or at the weekend?
- **Where** will the role take place? Will it always be at the same location or will the volunteer need to travel around a number of locations?
- **With whom?** Who will the volunteer be working with? Will they be working with children and young people or vulnerable adults? Will they be working alone or with other volunteers or staff?
- **Supervision, support and training?** Who will supervise the volunteer? Who will be their volunteer manager/host? Who will provide practical support to them in their role. Will you need to provide any training to help them in their role? Is there an opportunity for personal or professional development in the role?
- **Expenses?** What expenses do you offer? Travel, meals, stationary etc. Expenses should only cover what is needed to carry out the role i.e. to reimburse out-of-pocket expenses. Expenses should not be paid at a flat rate but you could set a maximum e.g. you could reimburse out-of-pocket expenses for lunch upon production of a valid receipt up to a maximum of £5.00.
- **What does the role offer volunteers?** Why should they volunteer in that role? How will it benefit them?

When laying out the role description it comes down to preference. We have included a general template for structure as well as role specific templates and it is important that these are read in conjunction with the **IRFU** publications Club Roles and Responsibilities and Volunteer Management. It is important, if you choose to use one of our templates, that you amend it to reflect the style and preference of your club, for example, we include the person specification within the role description but this can be separated into 2 distinct documents.

Try to steer clear of employment terminology when writing a volunteer role description. Likewise avoid words like: obligations, responsibilities, requirements etc. These are 'must do' words that apply to employees, not volunteers. Volunteers can be asked to do things but not told, they are giving freely of their time. This does not mean that you should take everyone to registers as a volunteer, it is still important to have a selection process that ensures you get the right volunteer for the role.
You need to think about where you will advertise and what the closing date is. Think about what would work best for your club e.g. Club website, Facebook, Twitter feed, noticeboard,

local paper, schools, colleges, universities, external websites such as Volunteer Now, NICVA etc. Ulster Rugby are happy to promote Club volunteer roles on their website and through sportsjobs.ie as long as Clubs have a volunteer role description and a registration process whereby volunteers respond directly to the Club. Just contact **Nicci on 07596009359** for support or email volunteer@ulsterrugby.com to get the ball rolling.

There is a lot of really useful information about volunteer recruitment online including templates for planning roles. For more detailed information on attracting and selecting volunteers go to the **Volunteer Now** website, in particular to their 'As Good As They Give' Workbook 2.

Suggested Structure for Volunteer Role Descriptions

If you have a Club logo you should include that to help people identify the Club.

(Name of club):
Tell people about your Club. When was it founded? What are its main achievements? What is special about it? This is your chance to 'sell' your Club to potential volunteers. There is a lot of competition out there for volunteers so you need to think about what could attract people to volunteer with your Club as opposed to anywhere else. In marketing terms, what is the USP (Unique Selling Point)? This should be a brief but engaging paragraph.

This paragraph should not reflect the fact that you NEED volunteers, which for most Clubs is the reality of volunteer recruitment. It should make people WANT to get involved because they are excited about the Club and how they can contribute. It should make volunteers feel valued as part of the Club and not just a 'means to an end'.

Main role:
In a short paragraph summarise the main role that you are recruiting for. Think about how you would explain the role to someone from another planet. Try to make it look interesting or exciting, for the most part this paragraph is what will encourage people to read on and register or to decide the role isn't for them.

How can this role benefit volunteers?
This section is all about the volunteer, not the Club. You need to put yourself in the position of a potential volunteer and think 'If I volunteered in this role, what would I get out of it? What would the personal benefits be?'

Some of the benefits may be the same for every role, while others might be specific to a particular role. Everyone has different motivations for volunteering so you need to think about a range of benefits so that you can try to include 'something for everyone'.

Key tasks:
What exactly is it that you want the volunteer to do? Break this down into no more than 5 or 6 key points. Any more than that and the role is probably too much for one person. Write the key tasks in a way that reflects the role and the level of experience someone might need to fulfil it.

Time and location:
What time commitment do you hope the volunteer will make? Be realistic about how much time you think the role will take. Recruit more than one volunteer if needed and perhaps break the role into several distinct parts, thus sharing the workload. Where will the role take place? Will it always be at the same location or will the volunteer need to travel around a number of locations?

Support:
Who would be the best person to manage the volunteer? When deciding this think about what is involved in the role and who could provide the best support to the volunteer on an ongoing basis.

Training:
All volunteers should receive some level of induction into the Club. This can be a full-on training session or a quick chat over coffee with a committee member. The detail of this depends upon the role but most inductions include: an introduction to the organisation including the structure; a chance to meet other people that they will be working with especially their volunteer manager; a tour of the location where they will be volunteering; how to claim expenses; an overview of relevant policies and procedures; and anything specific to the role they will be doing.

It is then important to look at what other training might be needed for the role and to indicate when this will be offered. This might be fairly straightforward e.g. Safeguarding training within the first 6 months in the role, but it may depend on the needs of the volunteer and their current level of experience.

Expenses and equipment:
What expenses does your Club offer? Good practice is to reimburse volunteers for out-of-pocket expenses incurred when carrying out the role but you need to be mindful of what the Club can afford to sustain. Direction on expenses may be included within the Club's Constitution and if it is you need to ensure that your practice matches what is in the Constitution. Clubs should have a clear policy about expenses.

In terms of equipment, think about what the volunteer NEEDS to carry out the role and not what you think it would be nice for them to have, for example if their role takes place indoors don't give them a branded coat as this could be seen as a consideration. You can give volunteers 'gifts' but this should be as part of a structured reward and recognition programme.

Experience, skills and qualities:
This is the person specification and can be done as a separate document if desired. It is important not to rate the specification in terms of essential and desirable as this is too employment focused. With volunteers you should think about the ideal, what do they need to have in order to carry out the role and what can be learnt in the role? Be prepared to compromise on what they come with.

Vetting:
What checks are needed for the role? At a minimum Clubs should be asking potential volunteers to take part in a selection process in order to identify the most suitable volunteer for the role – no volunteer is better than the wrong volunteer! The next stage is taking up references for all volunteers who have been offered a role.

If the role involves working with children, young people or vulnerable adults then volunteers MUST complete an Access NI or Garda Vetting Bureau check.

Additional information:
You need to tell people how they register for the role. Ideally you should have a Volunteer Registration Form where you ask for the same information from each person who is interested. This will help during shortlisting especially if there is a lot of interest in a role. If you don't have a form then you need to provide contact details for the person that they get in touch with if they are interested in the role.

President
Volunteer Role Description (Template)

Guidance for clubs to adapt to their own needs

Main role

Essentially, the President is a figurehead for the club, someone who sets an example and represents the club at all internal and external events. The President is the focal point of the club off the pitch, providing a guiding hand when needed and contributing to the creation, promotion and delivery of the overall standards and ethos of the club.

So what's in it for you?

You will have the opportunity to get involved in the sport you love in a very social and highly regarded role. You will be able to network and build important relationships both within the club and the wider community. You will gain satisfaction from promoting the club to a wide range of people, perhaps putting some of the skills you have acquired through your professional life to great use for the club.

What will you be doing?

- Providing the welcoming face of the club; making sure visiting club officials are made welcome at all home games; representing the club at internal and external events; encouraging and supporting players by attending all team games, or ensuring someone represents you.
- Attending the Annual General Meeting (AGM) and committee meetings; working alongside the Chairperson and chairing committee meetings in their absence; sitting on appropriate sub-committees; contributing to policy development.
- Guiding, supporting and advising other officers and committee members on club matters; providing impartial advice based on broad experience within the club; setting an example that demonstrates the code of conduct and values of the club.

When and where?

Ideally you should be willing to commit to an entire season in the role. It is anticipated that you will need around 5-6 hours per week, mainly at weekends, to complete the role although this will vary depending on seasonal variations.

As this role involves representing the club at internal and external events, a lot of your time will be spent at the club or travelling to other clubs or event locations.

Who will you be working with?

You will be responsible to the club's Executive Committee and will work closely with key volunteers including the Chairperson, Honorary Secretary, other committee members and sub-committee chairs.

What training will you receive to prepare you for the role?

Ideally you should have carried out a role within the Executive Committee as well as Vice-President before taking up the role of President as this experience will be the best training for the role. Throughout your volunteering, you should work with the club's Chairperson and Ulster Rugby to identify any other relevant training opportunities.

Is this the right role for you?

In order to be successful in this role, you should have:

- a good understanding of the club.
- experience in a similar role.
- experience of speaking in public.

You should be **charismatic, confident** and have **excellent leadership** and **communication skills** including **tact, discretion** and **diplomacy**.

You should be **well-versed in the running of the club** with the ability to provide guidance, support and advice to others especially when challenges or difficulties arise.

What needs to happen before you can start?

Not everyone who registers for a role will be successful, it will depend on the number of opportunities available, completion of an appropriate selection process and the receipt of satisfactory references. For some roles, including this one, the process laid out in our governing document regarding nomination, election or co-option must be followed.

All of these arrangements are binding in honour only and are not intended to be legally binding. This role description should be considered as a guide only.

For further information on this role please contact:

Chairperson
Volunteer Role Description (Template)

Guidance for clubs to adapt to their own needs

Main role

A good Chairperson provides vision and leadership to all aspects of the club. By volunteering you will be invaluable to our success by ensuring that the club fulfils its potential, realising our strategic ambitions as well as managing our operational activities. As the club's leader you will have an impact on results on and off the pitch.

So what's in it for you?

You will have the opportunity to get involved in the sport you love and you will gain satisfaction from knowing that you are making a real difference to the club. You will be able to use skills that you have developed in your professional life and perhaps gain skills, knowledge and experience that could lead to enhanced career opportunities.

What will you be doing?

- Chairing meetings and acting as the senior club officer. Making decisions whenever the need arises, in consultation with other club officers as appropriate. Setting the agenda for meetings, ensuring that it is in line with the club, Branch and IRFU policies. Providing effective direction, management and leadership whilst attending meetings in a neutral capacity, enabling the group to have meaningful discussion in a manner that achieves the strategic and operational needs of the club.
- Ensuring that succession and forward planning are integral and ongoing in the club. Monitoring and evaluating the progress of agreed actions – both short term and strategic. Providing effective management of other club officers to ensure delivery of their agreed responsibilities. Acting as a mediator in the event that disagreements arise between sub-committees, working groups or sections.
- Constituting and resourcing any special working groups and ensuring that their activities are reported to the Executive Committee. Sitting on the Finance Committee to ensure that current club finances and future financial plans are in line with the strategic and operational needs of the club.
- Building and maintaining good working relationships with other volunteers including the other members of the Executive Committee, the Grants Officer and the Volunteer Officer. Making sure that the club structure and responsibilities are transparent and available to all club members.
- Ensuring that the club takes its responsibility for health and safety seriously, reviewing the safety statement regularly and making adequate resources available to implement any necessary actions.
- Building and maintaining relationships with Ulster Rugby and relevant Branch committees; seeking advice when needed on any issue relating to club management; encouraging representation from the club on Branch committees and at club development workshops or forums.

When and where?

Ideally you should be willing to commit to at least a year as Chairperson in order to provide consistency to the role and to be able to establish key relationships within the club and Ulster Rugby. It is anticipated that you will need around 5-6 hours per week to complete the role although this will vary depending on seasonal variations.

Some of the role can be carried out at a location to suit you however it is important that you attend the club regularly in order to help build relationships and attend meetings. You should also be contactable by phone and email as needed and willing to travel, on occasion, to attend meetings, workshops and forums.

Who will you be working with?

You will be responsible to the club's Executive Committee and will work closely with key volunteers including the President, Honorary Secretary, Treasurer, Director of Rugby, Club Welfare Officer, Grants Officer and Volunteer Officer.

What training will you receive to prepare you for the role?

You will receive an induction to the club and the role, this should give you all the basics to help you get started. Throughout your volunteering, you should work with the club's Executive Committee and Ulster Rugby to identify any other relevant training opportunities.

Is this the right role for you?

In order to be successful in this role, you should have:

- a knowledge of the landscape of rugby in Ulster.
- experience of leading meetings and managing a diverse team of people.
- experience of developing and delivering strategic plans.

You should be a **charismatic** and **inspiring leader**, well acquainted with the running of the club. Crucially, you will be an **effective decision maker** with a solid background in business administration and practices. You will be **well-organised** with the ability to **work with others** and to **develop strategies**, policies, procedures and regulations. You should be highly driven and **motivated** with a desire to see that the club is well run.

You should be a **strong communicator** with the ability to build relationships with a wide variety of people. You need to have **good management skills** including **motivation**, **patience**, **tact** and **discretion**.

You should have a strong **team ethic** as well as having the ability to **work on your own initiative**.

What needs to happen before you can start?

Not everyone who registers for a role will be successful, it will depend on the number of opportunities available, completion of an appropriate selection process and the receipt of satisfactory references. For some roles, including this one, the process laid out in our governing document regarding nomination, election or co-option must be followed.

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For further information on this role please contact:

Honorary Secretary
Volunteer Role Description (Template)

Guidance for clubs to adapt to their own needs

Main role

Every good rugby club needs a good Honorary Secretary who helps to keep the club running smoothly and information flowing throughout the club. By volunteering you will be instrumental to the club, managing the general running of the club as well as acting as a conduit for all internal and external channels of communication.

So what's in it for you?

You will have the opportunity to get involved in the sport you love and you will gain satisfaction from knowing that you are making a real difference to the club. You will be able to use skills that you have developed in your professional life and perhaps gain skills, knowledge and experience that could lead to enhanced career opportunities.

What will you be doing?

- Acting as the main point of contact for all internal and external communication; receiving and disseminating information from the IRFU, Ulster Rugby and other external sources, ensuring that the information reaches the right people in a timely and efficient manner.
- Planning, preparing and recording club meetings, including the Annual General Meeting (AGM); preparing and circulating papers, minutes, agenda and the Annual Report.
- Managing legal and insurance requirements; ensuring that all meetings, policies and procedures are in line with the club's governing document.
- Building and maintaining good working relationships with other volunteers including the Chairperson, Director of Rugby, Club Welfare Officer, Volunteer Officer and other lead volunteers and committee members. Making sure that any necessary paperwork such as Serious Injuries Reports, Player Registration Forms and Safeguarding/vetting checks are completed and submitted in a timely manner by the appropriate person.
- Building and maintaining relationships with Ulster Rugby and relevant Branch committees; seeking advice when needed on any issue relating to club management; encouraging representation from the club on Branch committees and at club development workshops or forums.

When and where?

Ideally you should be willing to commit to at least a year as Honorary Secretary in order to provide consistency to the role and to be able to establish key relationships within the club and Ulster Rugby. It is anticipated that you will need around 5-6 hours per week to complete the role although this will vary depending on seasonal variations.

Some of the role can be carried out at a location to suit you however it is important that you attend the club regularly in order to help build relationships and attend meetings. You should also be contactable by phone and email as needed and willing to travel, on occasion, to attend meetings, workshops and forums.

Who will you be working with?

You will be responsible to the club's Chairperson and Executive Committee and will work closely with key volunteers including the Director of Rugby, Club Welfare Officer and Volunteer Officer.

What training will you receive to prepare you for the role?

You will receive an induction to the club and the role, this should give you all the basics to help you get started. Throughout your volunteering, you should work with the club's Chairperson and Ulster Rugby to identify any other relevant training opportunities.

Is this the right role for you?

In order to be successful in this role, you should have:

- a knowledge of the landscape of rugby in Ulster.
- experience of planning and organising meetings.
- good ICT skills.

You should have **excellent organisational skills** including **planning**, **administration** and the ability to **work with others** and follow policies/procedures and regulations. You should be highly driven and **motivated** with a desire to see that the club is well run.

You should be a **strong communicator** with the ability to build relationships with a wide variety of people. You need to have **good listening skills** and be able to record accurate minutes of meetings. You need to be able to **share information** received effectively and in a timely manner. You should have an understanding of data protection and **confidentiality**, sharing relevant information as needed.

You should have a strong **team ethic** as well as having the ability to **work on your own initiative**.

What needs to happen before you can start?

Not everyone who registers for a role will be successful, it will depend on the number of opportunities available, completion of an appropriate selection process and the receipt of satisfactory references. For some roles, including this one, the process laid out in our governing document regarding nomination, election or co-option must be followed.

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For further information on this role please contact:

Treasurer
Volunteer Role Description (Template)

Guidance for clubs to adapt to their own needs

Main role

The Treasurer is the chief financial manager of the club, maintaining the integrity and accurate recording of the club's financial position. By volunteering you will be invaluable to our success by ensuring that the club fulfils its potential. You will know exactly where the club stands financially and will contribute to the strategic development, helping to ensure the club's future financial security.

So what's in it for you?

You will have the opportunity to get involved in the sport you love and you will gain satisfaction from knowing that you are making a real difference to the club. You will be able to use skills that you have developed in your professional life and perhaps gain skills, knowledge and experience that could lead to enhanced career opportunities. A highly respected role that provides a great way to keep your financial skills sharp.

What will you be doing?

- Taking responsibility for the financial management of the club in accordance with the decisions of the Executive Committee. Reporting regularly to the Executive Committee and recommending action on financial matters. Chairing the Finance Committee, ensuring that everyone involved in bringing funds into the club understands the strategic and operational needs of the club.
- Planning and monitoring an annual budget, keeping up to date records of all of the club's financial transactions and ensuring that funds are spent properly. Preparing and presenting the accounts for the end of year financial report (along with an accountant if relevant). Preparing and submitting any statutory documents that are required (e.g. VAT, tax, PAYE, NIC returns, grant aid reports etc.)
- Collecting subscriptions and all money due to the club, ensuring that all cash and cheques are promptly lodged into the club's account, and that all bills, insurance, affiliation and competition fees are paid in a timely manner. Managing the Club's investment portfolio (if relevant). Making sure that all transactions (including those done electronically) are recorded accurately and monitored against projected income and expenditure.
- Monitoring all commercial activity (e.g. bar, hall hire, catering), working closely with the Bar, House and Social Convenors to ensure that they follow relevant financial procedures.
- Building and maintaining good working relationships with other volunteers including the Chairperson and other members of the Executive Committee to safeguard the club's finances, clarify financial implications of proposals, outline current financial status and retrieve relevant documentation.

- Building and maintaining relationships with Ulster Rugby; seeking advice when needed on any issue relating to club finances; attending relevant workshops, information sessions, seminars etc.

When and where?

Ideally you should be willing to commit to at least a year as Treasurer in order to provide consistency to the role and to be able to establish key relationships within the club and Ulster Rugby. It is anticipated that you will need around 6-7 hours per week to complete the role although this will vary depending on seasonal variations and the financial year end.

Some of the role can be carried out at a location to suit you, however it is important that you attend the club regularly in order to help build relationships and attend meetings. You should also be contactable by phone and email as needed and willing to travel, on occasion, to attend meetings, workshops and forums.

Who will you be working with?

You will be responsible to the club's Chairperson and Executive Committee and will work closely with a number of key volunteers including the Honorary Secretary and any others whose responsibilities include bringing funds into the club.

What training will you receive to prepare you for the role?

You will receive an induction to the club and the role, this should give you all the basics to help you get started. Throughout your volunteering, you should work with the club's Chairperson and Ulster Rugby to identify any other relevant training opportunities.

We would also hope to provide you with a handover from the outgoing Treasurer in order for you to become familiar with the accounting procedures used by the club and to complete the necessary bank mandates to change the signatories for the account and to ensure that all future bank correspondence will be directed to you.

Is this the right role for you?

In order to be successful in this role, you should have:

- a good understanding of the club.
- experience in a similar role.
- a financial background with experience of using and producing accounting spreadsheets or other accounting systems/programmes.
- knowledge of various banking systems such as direct debit, BACS etc.

You should demonstrate **confidence when working with figures**, cash and cheques and have **excellent financial skills and knowledge** such as **book-keeping**, **accounting**, VAT returns and rules, PAYE (and investments if relevant).

You will have **excellent organisational skills** and an eye for detail including **planning**, **administration, accurate record keeping** and the ability to **work with others** and follow policies/procedures and regulations. You should be highly driven and **motivated** with a desire to see that the Club is well run.

You should have an understanding of data protection and **confidentiality**, sharing relevant information as needed with the ability to **collate complex data** and produce financial reports.

You should have a strong **team ethic** as well as having the ability to **work on your own initiative**.

What needs to happen before you can start?

Not everyone who registers for a role will be successful. It will depend on the number of opportunities available, completion of an appropriate selection process and the receipt of satisfactory references. For some roles, including this one, the process laid out in our governing document regarding nomination, election or co-option must be followed.

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For further information on this role please contact:

Director of Rugby
Role Description (Template)

Guidance for clubs to adapt to their own needs

Main role

Responsible for the recruitment, development and management of players and coaches at the club a good Director of Rugby has their finger on the pulse at all levels. By volunteering you will be invaluable to our success, leading a group of coaching and support volunteers who produce successful teams on and off the field.

So what's in it for you?

You will have the opportunity to get involved in the sport you love and you will gain satisfaction from leading a club team driven to improve standards and develop future generations of players. Seeing teams and individual players display improvement and progress as well as knowing that this role directly influences success and the standard of rugby at all levels of your club should be extremely rewarding.

What will you be doing?

- Taking responsibility for the recruitment and retention of players, coaches and management. Reporting to the Executive Committee on rugby matters and making recommendations on improvements/initiatives that need to be implemented. Chairing the Rugby Committee, holding regular meetings to ensure that rugby policy is understood, properly disseminated to all levels and translated into practical action. Completing an annual report which evaluates the selection criteria, game plan, strategies and player progression.
- Overseeing the application of the IRFU Long Term Player Development programme throughout the club. Establishing a transparent selection policy and creating team standards which are consistent with the values of the game and ensuring that this 'agreed playing philosophy' is cascaded to all sections of the club. Leading on the identification and development of talented players through the club, supporting the development and maintenance of links with local schools and colleges.
- Developing and implementing a co-ordinated coaching programme throughout all sections of the club. Succession planning to ensure that qualified coaches are appointed to all teams. Working with the Coaching Administrator to make sure that identified coaches attend designated coaching courses.
- Liaising with coaches, players' committee and team captains on matters such as playing facilities, equipment, playing gear etc. Implementing processes across the whole club to optimise fitness and conditioning, prevent and evaluate injuries, coordinate training and recovery sessions.
- Building and maintaining good working relationships with players and other volunteers including the Chairperson, other members of the Executive Committee, the Coaching Administrator, Head Coach and section Convenors.

- Keeping up to date with competition regulations and all administrative procedures regarding player registration and eligibility.
- Building and maintaining relationships with Ulster Rugby; seeking advice when needed on any issue relating to recruitment and retention of players, coaches and management; attending relevant workshops, information sessions, seminars etc.

When and where?

Ideally you should be willing to commit to at least a year as Director of Rugby in order to provide consistency to the role and to be able to establish key relationships within the club and Ulster Rugby. It is anticipated that you will need around 7-8 hours per week to complete the role although this will vary depending on seasonal variations.

The vast majority of the role will be carried out at the club's training venues as it is important that you are visible in order to build relationships and attend meetings. Your regular presence at the club will enable you to identify talent and deal with any issues as they arise. You should also be contactable by phone and email as needed and be willing to travel, on occasion, to attend meetings, workshops and forums.

Who will you be working with?

You will be responsible to the club's Chairperson and Executive Committee, creating the link between Club Officers and those in roles directly relating to playing rugby. You will work closely with the section convenors and the rest of the coaching team, ensuring they fulfil their responsibilities throughout the various sections of the club (i.e. mini, youth, female, disability etc.)

What training will you receive to prepare you for the role?

You will receive an induction to the club and the role, this should give you all the basics to help you get started. Throughout your volunteering, you should work with the club's Chairperson and Ulster Rugby to identify any other relevant training opportunities.

Is this the right role for you?

In order to be successful in this role, you should have:

- a good understanding of the club.
- exceptional leadership, team building, communication and organisational skills.
- experience in the delivery of dynamic and successful rugby programmes as a Coach or Director of Rugby.

You should demonstrate **passion for rugby** with the ability to understand our aspirations and vision for the future. You should have **excellent organisational skills** including **planning** and the ability to **work with others**. You need to be **enthusiastic, driven** and highly **motivated** with a desire to see players and coaches develop both on and off the pitch.

You will have excellent **interpersonal and communication skills** including the ability to **communicate clearly** with players, coaches and management. A **strong leader** with the ability to lead and organise coaches to deliver the club's various rugby programmes, as well as having a **strong team ethic**, displaying personal discipline, pride and selflessness. You should also have the ability to **work on your own initiative**.

What needs to happen before you can start?

Not everyone who registers for a role will be successful, it will depend on the number of opportunities available, completion of an appropriate selection process and the receipt of satisfactory references.

All of these arrangements are binding in honour only and are not intended to be legally binding. This role description should be considered as a guide only.

For further information on this role please contact:

Grants Officer
Volunteer Role Description (Template)

Guidance for clubs to adapt to their own needs

Main role

This is a fantastic opportunity to get involved in the ongoing development of the club. By volunteering as Grants Officer you can help take the club to the next level by ensuring that we have the funds to sustain and develop the club, in particular by helping to realise our ambition of being a facility for the whole community.

So what's in it for you?

You will have the opportunity to get involved in the sport you love and you will gain satisfaction from knowing that you are making a real difference to the sustainability of the club. You will be able to use skills that you have developed in your professional life and perhaps gain skills, knowledge and experience that could lead to enhanced career opportunities.

What will you be doing?

- Researching and acting upon appropriate sources of funding; registering for funding newsletters and receiving information from the Honorary Secretary and Ulster Rugby.
- Assisting the club to plan projects and match these to available funding opportunities and the aims of the club; using the Club Development Plan to ensure that proposed projects are in line with the overall development plans of the club.
- Building and maintaining good working relationships with other volunteers and Ulster Rugby to ensure that the club is in a 'state of readiness' for making grant applications; gathering copies of all the key documents needed for making most grant applications, for example, governing document, club structure, annual accounts, letters of recommendation, Club Development Plan etc.
- Working with other members of the club to deliver the project, including completing and submitting grant monitoring & evaluation forms in a timely manner.
- Submitting update reports to the Executive Committee on a regular basis.
- Attending workshops, information sessions, seminars etc to build knowledge and experience of available grants and good practice.

When and where?

Ideally you should be willing to commit to at least a year as Grants Officer in order to provide consistency to the role and to be able to establish key relationships within the club and Ulster Rugby. If at all possible, you should be willing to commit to being involved in a grant application/project from start to finish. The hours involved in this role will vary depending on the stage of grant applications/projects. However it is anticipated that this should be, on average, no more that 2-4 hours per week.

Most of the role can be carried out at a location to suit you however it is important that you attend the club regularly in order to help build relationships and attend meetings. You should also be contactable by phone and email and willing to travel, on occasion, to attend meetings, workshops and forums.

Who will you be working with?

You will be responsible to the club's Chairperson and Executive Committee and will work closely with key volunteers including the Honorary Secretary, Treasurer, Director of Rugby and Volunteer Officer.

What training will you receive to prepare you for the role?

You will receive an induction to the club and the role, this should give you all the basics to help you get started. Throughout your volunteering, you should work with the club's Chairperson and Ulster Rugby to identify any other relevant training opportunities.

Is this the right role for you?

In order to be successful in this role, you should have:

- a knowledge of funders and how to match club project plans with potential funds.
- experience of completing grant applications, monitoring and evaluating projects and preparing reports.
- experience of working to deadlines.

You should have **excellent organisational skills** including **project planning**, **report writing** and **communication skills** with the ability to see the 'big picture' and write good grant applications that match the funding brief. You should be highly driven and **motivated** with a desire to see that the club is growing and sustainable.

You should be a **strong communicator** with the ability to build relationships with a wide variety of people and to communicate the needs of the club effectively.

You should have a strong **team ethic** as well as having the ability to **work on your own initiative**.

What needs to happen before you can start?

Not everyone who registers for a role will be successful, it will depend on the number of opportunities available, completion of an appropriate selection process and the receipt of satisfactory references.

All of these arrangements are binding in honour only and are not intended to be legally binding. This role description should be considered as a guide only.

For further information on this role please contact:

Coaching Administrator
Volunteer Role Description (Template)

Guidance for clubs to adapt to their own needs

Main role

This is an exciting opportunity to positively influence the education of coaches and develop the rugby playing standards within your club. You will be the main point of contact for all coaching matters for club members and Ulster Rugby, helping to support long term growth and development at all levels of the game.

So what's in it for you?

You will have the opportunity to get involved in the sport you love and you will gain satisfaction from being part of a club team driven to improve standards and develop future generations of players. Knowing that this role directly influences success and the standard of rugby at all levels of your club should be extremely rewarding.

What will you be doing?

- Communicating regularly, clearly and efficiently with the club's coaches
- Assisting the club's coaching committee to implement the club's coaching plan
- Working with the club's Volunteer Officer to identify volunteers for coach development training as well as signposting club members towards relevant coaching courses and development opportunities
- Maintaining up-to-date records of the club's coaches on the IRFU Event Management System (EMS)
- Acting as the main link between the club and Ulster Rugby on all coaching matters, updating Branch and regional staff on the qualification status of the club's coaches and sharing information received from Ulster Rugby with club members.

When and where?

Ideally you should be willing to commit to at least a year as Coaching Administrator in order to provide consistency to the role and to be able to establish relationships with the club's coaches and Ulster Rugby. It is anticipated that you will need around 1-2 hours per week to complete the role although this will vary depending on seasonal variations.

Some of the role can be carried out at a location to suit you however it is important that you attend the club regularly in order to help identify potential coaches and build relationships with the club's coaches and other key volunteers. You should also be contactable by phone and email and willing to travel, on occasion, to attend meetings, workshops and forums.

Who will you be working with?

You will be responsible to the club's coaching committee and will work closely with key volunteers including the Volunteer Officer, Public Relations Officer, Webmaster and Social Media Officer.

What training will you receive to prepare you for the role?

You will receive an induction to the club and the role, this should give you all the basics to help you get started. We hope to be able to offer training on the IRFU EMS if needed. Throughout your volunteering, you should work with the club's coaching committee and Ulster Rugby to identify any other relevant training opportunities.

Is this the right role for you?

In order to be successful in this role, you should:

- be passionate about rugby and your club.
- be a player or former player who can recognise good coaching skills.
- have a good understanding of the IRFU/Ulster Rugby coaching structure.

You should be a **good motivator** with the ability to enthuse and persuade others to progress.

You should be a **strong communicator** with the ability to share information received effectively and in a timely manner.

You should have **excellent organisational skills** with the ability to keep up to date records of coach qualifications, gathering the requisite information agreed by the club and Ulster Rugby. You should have an understanding of data protection and confidentiality, sharing relevant information as needed.

You should have a strong **team ethic** as well as having the ability to **work on your own initiative**.

What needs to happen before you can start?

Not everyone who registers for a role will be successful, it will depend on the number of opportunities available, completion of an appropriate selection process and the receipt of satisfactory references.

All of these arrangements are binding in honour only and are not intended to be legally binding. This role description should be considered as a guide only.

For further information on this role please contact:

Fixtures Secretary
Volunteer Role Description (Template)

Guidance for clubs to adapt to their own needs

Main role

A good Fixtures Secretary is the linchpin of club rugby, helping to ensure that players at all levels get to play rugby. By volunteering you will be instrumental to our success by planning a season that is competitive enough for each team. By striking the right balance we hope that players will turn up on a regular basis resulting in fewer cancelled games and long term sustainability for our club.

So what's in it for you?

You will have the opportunity to get involved in the sport you love and you will gain satisfaction from knowing that you are making a difference to the players by planning and delivering a season suited to their needs and aspirations. You will be able to use skills that you have developed in your professional life and perhaps gain skills, knowledge and experience that could lead to enhanced career opportunities.

What will you be doing?

- Acting as the source of all knowledge in the club with regard to matches and changes; checking the club fixtures list against the Branch fixtures list and referee appointments on a weekly basis; dealing with match cancellations/postponements or venue changes, ensuring all relevant people are contacted in a timely manner and new fixtures are arranged as necessary.
- Proposing a fixtures list for all club teams in preparation for the IRFU (Ulster branch) Fixtures Meeting (usually third week in August). This should reflect the ambitions of the club in terms of playing strength and finances.
- Building and maintaining good working relationships with the Grounds Convenor, Team Coaches, Team Managers, Team Captains, Branch administrators and the Branch Competitions Management Committee (CMC). Keeping up to date with Competition Regulations and the processes and good practice procedures for putting together a season plan/fixtures list, including the Ulster Rugby Fixtures Secretary Toolkit.
- Communicating regularly, clearly and efficiently with the Rugby Committee and the Branch Competitions Management Committee. Attending the Branch Fixtures Meeting and encouraging representation from each team in the Club.

When and where?

Ideally you should be willing to commit to at least a year as Fixtures Secretary in order to provide consistency to the role and to be able to establish key relationships within the club and Ulster Rugby. It is anticipated that you will need around 2-3 hours per week to complete the role although this will vary depending on seasonal variations, more time will be needed in August to develop the fixtures list.

Some of the role can be carried out at a location to suit you however it is important that you attend the club regularly in order to help build relationships and attend meetings. You should also be contactable by phone and email as needed and willing to travel, on occasion, to attend meetings, workshops and forums.

Who will you be working with?

You will be responsible to the club's Director of Rugby and Rugby Committee and will work closely with key volunteers including the Team Coaches, Captains and Managers; the Grounds Convenor and the Club Coaching Administrator.

What training will you receive to prepare you for the role?

You will receive an induction to the club and the role, this should give you all the basics to help you get started. You should also receive a copy of the Ulster Rugby Fixtures Secretary Toolkit which will guide you through all aspects of the role. Throughout your volunteering, you should work with the club's Director of Rugby and Ulster Rugby to identify any other relevant training opportunities.

Is this the right role for you?

In order to be successful in this role, you should have:

- a knowledge of the landscape of rugby in Ulster and the various structures and competitions.
- good ICT skills, especially with spreadsheets in order to put together the fixtures list.
- experience of planning and organising schedules.

You should have **passion** for rugby and the ability to understand our aspirations and vision for the future. You need to be able to **think logistically** in order to develop a fixtures list that is reflective of our ambitions but does not over-commit players and coaches without the opportunity for a break in game-time or away games.

You should have **excellent organisational skills** including **planning**, **administration** and the ability to **work with others** and follow policies/procedures and regulations. You should be highly driven and **motivated** with a desire to promote healthy competition.

You should be a **strong communicator** with the ability to build relationships with a wide variety of people. You should have a strong **team ethic** as well as having the ability to **work on your own initiative**.

What needs to happen before you can start?

Not everyone who registers for a role will be successful, it will depend on the number of opportunities available, completion of an appropriate selection process and the receipt of satisfactory references.

All of these arrangements are binding in honour only and are not intended to be legally binding. This role description should be considered as a guide only.

For further information on this role please contact:

Youth Convenor/Rep
Volunteer Role Description (Template)

Guidance for clubs to adapt to their own needs

Main role

This is a great opportunity to be proactive in the long-term development of Youth Rugby in the club and to provide a vital link between Youth and Senior rugby. As the conduit for all Youth Rugby matters within the club as well as between the club and Ulster Rugby you will provide an important voice for the views of Youth players on issues that affect them.

So what's in it for you?

You will have the opportunity to get involved in the sport you love and you will gain satisfaction from being part of a club team driven to improve standards and develop future generations of players. Knowing that this role directly influences success and the standard of rugby at Youth level while identifying potential Senior club stars should be extremely rewarding.

What will you be doing?

- Acting as the main point of contact for Youth Rugby in the club. This includes ensuring that the Branch Youth Honorary Secretary is notified of scores when the club hosts games; receiving and disseminating information from the IRFU, Ulster Rugby and Branch Youth Committee; and ensuring that the opposition, Referee and League Co-ordinator are informed as soon as possible of cancellation or postponement of games.
- Ensuring that all Youth teams are watched on a regular basis so that players with the potential to transition to Senior Rugby are identified early and plans are put in place through the club's development programme to support these players. Working with other key volunteers including the Director of Rugby, Volunteer Officer and Club Coaching Administrator to source, recruit and develop potential coaches.
- Building and maintaining good working relationships with the Club Registrar and Branch administrators, including being familiar with the process of uploading documents and photos for completion of the registration process. Keeping up to date with Youth Competition Regulations, especially player registration and eligibility criteria. Ensuring that e-team sheets are uploaded to Sports Manager in accordance with the Competition Regulations.
- Communicating regularly, clearly and efficiently with the club's committees, Club Youth Committee and the Branch Youth Committee. Attending the Branch Youth Committee meetings on a monthly basis to represent the club and Youth players.

When and where?

Ideally you should be willing to commit to at least a year as Youth Convenor in order to provide consistency to the role and to be able to establish key relationships within the club and Ulster Rugby. It is anticipated that you will need around 2-3 hours per week to complete the role although this will vary depending on seasonal variations.

Some of the role can be carried out at a location to suit you however it is important that you attend the club regularly in order to help build relationships especially with the Youth Players and coaches as you will be their voice on committees. You should also be contactable by phone and email and willing to travel, on occasion, to attend meetings, workshops and forums.

Who will you be working with?

You will be responsible to the club's Honorary Secretary and Director of Rugby and will work closely with key volunteers including the Volunteer Officer, Club Coaching Administrator and Youth Coaches.

What training will you receive to prepare you for the role?

You will receive an induction to the club and the role, this should give you all the basics to help you get started. Throughout your volunteering, you should work with the club's Honorary Secretary and Ulster Rugby to identify any other relevant training opportunities.

Is this the right role for you?

In order to be successful in this role, you should:

- be passionate about rugby and your club.
- have an interest in improving the standards in Youth Rugby.

You should have **excellent organisational skills** with the ability to see the big picture and ensure that everyone is kept in the loop with plans.

You should be a **strong communicator** with the ability to listen to and represent the views of youth players. You need to be able to **share information** received effectively and in a timely manner. You should have an understanding of data protection and **confidentiality**, sharing relevant information as needed.

You should have a strong **team ethic** as well as having the ability to **work on your own initiative**.

What needs to happen before you can start?

Not everyone who registers for a role will be successful, it will depend on the number of opportunities available, completion of an appropriate selection process and the receipt of satisfactory references.

All of these arrangements are binding in honour only and are not intended to be legally binding. This role description should be considered as a guide only.

For further information on this role please contact:

Club Welfare Officer
Volunteer Role Description (Template)

Guidance for clubs to adapt to their own needs

Main role

This is a great opportunity to get involved in creating and maintaining a child centred ethos at the club. By volunteering as the Club Welfare Officer, you will be pro-active in creating a supportive and positive environment in which Age Grade Players can enjoy rugby safely. As the channel for safeguarding matters within the club as well as between the club, Ulster Rugby and the IRFU you will provide an important voice for the views of Age-Grade Players on issues that affect them.

So what's in it for you?

You will have the opportunity to get involved in the sport you love and you will gain satisfaction from knowing that you are making a real difference to the club and the Age-Grade Players. You will meet new people from a variety of backgrounds and be able to use skills that you have developed in your professional life or perhaps gain skills, knowledge and experience that could lead to enhanced career opportunities.

What will you be doing?[1]

- Acting as the main point of contact for all safeguarding matters and always with the best interests of Age Grade Players at the forefront; helping the voices of children and young people to be heard at all levels; communicating with players, their parents and other volunteers, providing them with advice and information about the club and, in particular, the **Safeguarding Policy**.
- Responding accurately and promptly to queries from the IRFU or Statutory Authorities regarding the welfare of Age-Grade Players who are members of the club.
- Building and maintaining good working relationships with other volunteers including the Age Grade Coaches, Youth and /Mini Coordinator, and other volunteers and committee members; helping them to understand their role and responsibilities in relation to safeguarding; ensuring that the **Club Action Plan** is completed and submitted to the Branch Welfare Officer on an annual basis.
- Building and maintaining good working relationships with the Branch Welfare Officer, seeking advice on any safeguarding or player welfare matter as needed; receiving advice, information and directions from the Branch Welfare Officer and IRFU and acting on this accordingly; attending workshops, forums or information sessions designed to support you in your role; becoming intimately familiar with the Safeguarding Policy, its guidelines and any further information or requirements put in place by the IRFU.

[1] Please note that this should be read alongside the wider context of the IRFU Safeguarding Policy with specific reference to the Roles and Responsibilities of a Club Welfare Officer (page 12) http://www.irishrugby.ie/playingthegame/development/safeguarding/policy.php

When and where?

Ideally you should be willing to commit to at least a year as Club Welfare Officer in order to to establish key relationships within the club, Ulster Rugby and the IRFU. It is anticipated that you will need around 2-3 hours per week to complete the role although this will vary depending on seasonal variations. You may seek assistance with certain aspects.eg the vetting online system, especially at the start of the season when new coaches begin.

Some of the role can be carried out at a location to suit you however it is important that you attend the club regularly in order to help build relationships and to be visible and approachable to Age Grade Players, parents and Coaches. We would anticipate that during the first half of the season you should attend one Age Grade session per week and then at least one per month after that. You should also be contactable by phone and email as needed and willing to travel, on occasion, to attend meetings, workshops and forums.

Who will you be working with?

You will be responsible to the club's Honorary Secretary and Executive Committee and will work closely with key volunteers including the Age Grade Coaches, Youth and Mini's Coordinator(s), Parents, etc.

What training will you receive to prepare you for the role?

You will receive an induction to the club and the role by the previous CWO and or the Club Chairperson; this should give you all the basics to help you get started. The IRFU Spirit of Rugby Officer will meet with you to get you set up. It is important that you attend the IRFU Safeguarding Level 1 and 2 Workshops as soon as possible to ensure that you have all the information you need to carry out this role effectively. In addition, we would recommend that you attend the IRFU Safeguarding Level 3 Workshop and your local Club Welfare Officer Forum to further enhance your learning and share knowledge and experience with other Club Welfare Officers. Throughout your volunteering, you should work with the club's Honorary Secretary and Ulster Rugby to identify any other relevant training opportunities.

Is this the right role for you?

In order to be successful in this role, you should have:

- an understanding of how to create a supportive and positive environment for children.
- experience of working with children and young people.
- an understanding of the issues that are relevant to children, young people and their families, ideally in a rugby/sports environment.

You should be a **strong communicator** with the ability to build relationships with a wide variety of people. You need to have **good listening and observation skills** and be able to communicate with children of all ages; (this is covered in SG2 training relevant to the role of CWO)

You need to be able to **share information** about player welfare in an appropriate manner. You should have an understanding of data protection and **confidentiality**, sharing relevant information as needed and in line with Date protection regulations.

You should have a strong **team ethic** as well as having the ability to **work on your own initiative** and you will be supported in this role by the Branch Spirit of Rugby Officer.

What needs to happen before you can start?

Not everyone who registers for a role will be successful, it will depend on the number of opportunities available, completion of an appropriate selection process, including appropriate vetting check carried out by the Branch Spirit Officer

All of these arrangements are binding in honour only and are not intended to be legally binding. This role description should be considered as a guide only.

For further information on this role please contact:

Volunteer Officer
Volunteer Role Description (Template)

Guidance for clubs to adapt to their own needs

Main role

We know that our off-field team is as important to the success of the club as the on-field team. By getting involved as the Volunteer Officer you will play an integral role in the recruitment and development of volunteers, helping to ensure that we have the right people running every aspect of the club, leading to long-term sustainability and rugby for generations to come.

So what's in it for you?

You will have the opportunity to get involved in the sport you love and you will gain satisfaction from knowing that you are making a real difference to the long term future of the club. You will meet new people from a variety of backgrounds and be able to use skills that you have developed in your professional life or perhaps gain skills, knowledge and experience that could lead to enhanced career opportunities.

What will you be doing?

- Providing a focal point for volunteers and volunteering within the club; being the initial point of contact for all prospective volunteers; providing them with advice and information about the club and, in particular, the Volunteer Policy and Procedures.
- Building and maintaining good working relationships with other volunteers. As volunteers are involved in all aspects of the club you will work closely with the lead volunteers in each section/committee/working group; helping them to understand their role and responsibilities in relation to involving volunteers; providing them with advice and support to deliver good practice, in line with the Volunteer Policy and Procedures.
- Facilitating the recruitment and retention of volunteers; working with lead volunteers to develop a volunteer plan which identifies roles needing to be filled, planning for long-term, short-term and special events; creating a range of attractive volunteer roles; identifying opportunities for the club to recognise and reward volunteers throughout the season including nominating volunteers for Ulster Rugby and other awards.
- Looking for a variety of opportunities to reach potential volunteers; advertising roles widely; targeting all sections of the club; developing links with other community groups; attending events to raise the profile of volunteering.
- Building and maintaining a good working relationship with the Ulster Rugby Volunteer and Policy Development Officer, seeking advice on any volunteer involving matter as needed; receiving advice, information and directions from the Ulster Rugby Volunteer and Policy Development Officer and IRFU and acting on this accordingly; attending workshops, forums or information sessions designed to support you in your role.

When and where?

Ideally you should be willing to commit to at least a year as Volunteer Officer in order to provide consistency to the role and to be able to establish key relationships within the club and Ulster Rugby. It is anticipated that you will need around 2-3 hours per week to complete the role although this will vary depending on seasonal variations.

Some of the role can be carried out at a location to suit you however it is important that you attend the club regularly in order to help build relationships and to be visible and approachable to existing and potential volunteers. You should also be contactable by phone and email as needed and willing to travel, on occasion, to attend meetings, workshops and forums.

Who will you be working with?

You will be responsible to the club's Honorary Secretary and Executive Committee and will work closely with lead volunteers across the club.

What training will you receive to prepare you for the role?

You will receive an induction to the club and the role, this should give you all the basics to help you get started. You can also request a copy of the Ulster Rugby 'Involving Volunteers in Your Rugby Club' Toolkit which will support you through all aspects of the role. In addition, we would recommend that you attend the various workshops delivered by Ulster Rugby and the Ulster Rugby Volunteer Officer Forum to further enhance your learning and share knowledge and experience with other Volunteer Officers. Throughout your volunteering, you should work with the club's Honorary Secretary and Ulster Rugby to identify any other relevant training opportunities.

Is this the right role for you?

In order to be successful in this role, you should have:

- an understanding of what motivates people to volunteer.
- experience of volunteering.
- an interest in rugby.

You should be **welcoming**, **friendly** and **easy to approach**, a **strong communicator** with the ability to build relationships with a wide variety of people. Ideally you will be **enthusiastic** and **motivating**, someone who can **inspire** people to get involved.

You should have good **planning, confidence** and **delegation** skills. You should be **creative**, **innovative** and have an awareness of the local community resources.

You should have an understanding of data protection and **confidentiality**, sharing relevant information about potential volunteers as needed.

You should have a strong **team ethic** as well as having the ability to **work on your own initiative**. You should be **self-motivated** with a desire to see that the club is well run.

You don't need to have any previous experience in this type of role as support can be provided by the club and Ulster Rugby.

What needs to happen before you can start?

Not everyone who registers for a role will be successful, it will depend on the number of opportunities available, completion of an appropriate selection process and the receipt of satisfactory references.

All of these arrangements are binding in honour only and are not intended to be legally binding. This role description should be considered as a guide only.

For further information on this role please contact:

Ulster Branch Clubs Committee Rep Volunteer Role Description (Template)

Guidance for clubs to adapt to their own needs

Main role

This is a great opportunity to represent the views of your club at Branch level. As a conduit for the issues that matter to your club, you will be the eyes and ears of local rugby, the voice of your club at the Clubs Committee and the voice of Ulster Rugby in your club.

So what's in it for you?

You will have the opportunity to get involved in the sport you love and you will gain satisfaction from being part of a team driven to improve standards and share best practice in order to secure the present and future of local club rugby.

What will you be doing?

The role of Ulster Branch Clubs Committee Rep is two-fold, representing your club and participating in the activities of the Clubs Committee. You will do this by:

- Attending the monthly meetings of the Clubs Committee, having read all of the reports received in advance. Participating actively in discussions, representing the views of your club rather than your own personal opinion.
- Ensuring that you keep up to date with the issues, teams, sections and activities of your club, including Senior, Youth, Mini, Women's and Disability; and reporting on these when requested. Making sure that you have a deputy who is fully briefed and can attend the Clubs Committee in your place, if needed.
- Seeking consensus at your club regarding key matters and reporting this back to the Clubs Committee. Proactively instigating discussion on issues that are relevant to your club.
- Reporting back as soon as possible following the Clubs Committee meetings, making sure that minutes and other information are circulated as widely as possible within your club.
- Sharing examples of good and best practice from your club for the good of all clubs.
- Sitting on sub-committees, working groups, project teams or other Branch committees as requested.

When and where?

Ideally you should be willing to commit to at least a year as Ulster Branch Clubs Committee Rep in order to provide consistency to the role and to be able to establish key relationships within the club and Ulster Rugby. It is anticipated that you will need around 1-2 hours per week to complete the role although this will vary depending on seasonal variations.

The monthly meetings of the Clubs Committee will usually take place at Kingspan Stadium. It is also important that you attend your club regularly in order to help build relationships and keep your ear to the ground. You should be contactable by phone and email and willing to travel, on occasion, to meet with other members of sub-committees, working groups, project teams or other Branch committees.

Who will you be working with?

You will be an active member of your club's management committee, working closely with other club volunteers to keep up to date with the issues, teams, sections and activities of your club. You will be supported by your club's management committee to carry out this role and will build good working relationships with relevant Ulster Rugby staff and other Ulster Branch Clubs Committee Reps.

What training will you receive to prepare you for the role?

You will receive an induction to the role, this should give you all the basics to help you get started. Throughout your volunteering, you should work with your club and Ulster Rugby to identify any other relevant training opportunities.

Is this the right role for you?

In order to be successful in this role, you should:

- be passionate about rugby and your club.
- be a member of your club's management committee.
- have an interest in improving the standards in club rugby throughout Ulster.

You will have a thorough, and up-to-date **knowledge of your club**: its issues; teams and sections; including Senior, Youth, Mini, Women's and Disability where appropriate.

You should be a **strong communicator** with the ability to listen to and represent the views of your club. You need to be able to **share information** received effectively and in a timely manner. You should have an understanding of data protection and **confidentiality**, sharing relevant information as needed.

You should have a strong **team ethic** as well as having the ability to **work on your own initiative**.

What needs to happen before you can start?

Not everyone who registers for a role will be successful, it will depend on the number of opportunities available, completion of an appropriate selection process and the receipt of satisfactory references.

All of these arrangements are binding in honour only and are not intended to be legally binding. This role description should be considered as a guide only.

For further information on this role please contact: