



TANKERTON FOOTBALL CLUB

www.tankertonfc.co.uk
Registered Charity no. 1154570

Job Responsibilities: Volunteer Co-Ordinator (VCO)'Assistant Welfare Officer

Role description:

The volunteer co-ordinator (VCO) supports the Welfare Officer, allowing them to concentrate on safeguarding in action and children's welfare issues. Volunteers are not just coaches but can be anyone helping at the club. The VCO will help/lead on the on boarding of all new volunteers, which will include processing **CRB/DBS** applications, induction into the club and assignment to any training programmes (first aid/safeguarding) or shadowing opportunities.

- Understand why certain roles require a FA CRB check and how the FA CRB process works
- Ensure all existing Coaches and appropriate volunteers have valid FA Emergency First Aid and Safeguarding Children qualifications.
- Ensure that the club operates and maintains equality and respect for all members of the club.
- Monitor through the online Member Services systems the expiry date of existing Coaches and volunteers' qualifications and alert them.
- Ensure all Coaches that work with U16s and below teams attend In-service event organised by the club through the KFA.
- Register all Coaches on FA Licensed Coaches site
- Provide volunteers with a brief of their role.
- Work with the Coaches Development Officer to ensure there is a training programme for Coaches and similar provision for other volunteers.
- Work with the **Coaching Development Officer and Club Secretary** to ensure coaches/volunteers are recognised and rewarded.
- Work with the **Coaching Development Officer** and Club Secretary to actively identify and recruit female volunteers, parents and players to become Coaches.
- Attend the How to Support and Develop Coaches Club In-service organised by the KFA and ensure Committee know about changes that need to be implemented
- Maintain an up to date list and flag County FA courses to all coaches/volunteers.

Job Role	Version	Effective Date	Next Review	Author	Page
Volunteer Co-ordinator	2.0	1.12.24	1.12.25	RM	1/2



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Policy Version Control. Summary of Changes:

Job Role	Version	Reason for Change	Effective Date	Next Review	Author
Volunteer Co-Ordinator	2.0	Role Update	1.12.24	1.12.25	RM

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