

## **Role Description: Workforce Coordinator**

### **Role Objectives**

The role of the Workforce Coordinator is to assist with the recruitment and development of all club volunteers and paid staff and to be the key point of contact for all workforce related matters within the club.

### **Duties and Responsibilities**

- To act as a main point of contact for all workforce within the club
- To build and maintain effective relationships with club volunteers and paid staff
- To ensure that all club roles have up to date role descriptions
- To be responsible for the recruitment and development of all club workforce
- To identify and coordinate appropriate training for volunteers and paid staff
- Liaise with the Chairperson to ensure all tasks required to run the club effectively are carried out
- To ensure all club workforce are aware of club policies and procedures
- To ensure volunteers are aware of the ASA Volunteering Hub and any related information.

### **Skills and Qualities Required**

- Well organised with good delegation skills
- Enthusiastic, supportive and a good motivator
- Friendly and approachable
- Confident and effective communicator

### **Role Details**

This is a voluntary role.

The time commitment required will vary from club to club.