



Vacancies

The job specs for all current vacancies are set out in this document. They are intentionally not overly prescriptive.

In addition to the listed vacancies, if you see any gaps or have skills you feel could be utilised by NWPL (and you have the time to share them, of course), please do not hesitate to reach out.

Administrative Assistant

Author	Executive Committee
Roles	3
Date	02/11/2025
Closing	02/12/2025

Support the Exec with day-to-day administration and ensure smooth operations.

Key Responsibilities:

- Assist with member queries via email and social media.
- Manage event entries and regularly update event documentation.
- Support compliance with British Powerlifting / IPF governance.
- Provide general administrative support to the Executive Committee..

Skills & Attributes:

- Organised, detail-oriented, and reliable.
- Good written and verbal communication skills.
- Proficient with GoogleDocs, GoogleSheets and email.

Commitment: Volunteer role; flexible.

Contact us at gbpfnw@gmail.com
@nwpowerlifting

Volunteer Coordinator

Author	Executive Committee
Roles	2
Date	02/11/2025
Closing	02/12/2025

Recruit, organise, and support volunteers and promoters for events.

Key Responsibilities:

- Assist with recruitment and onboarding volunteers for events.
- Maintain and update the volunteer database.
- Confirm attendance and send reminders for volunteer duties.
- Support volunteer recognition and retention initiatives.
- Work closely with competition organisers.

Skills & Attributes:

- Strong communication and interpersonal skills.
- Good organisation and time management.
- Confident using spreadsheets or volunteer management tools.

Commitment: Volunteer role; flexible, with some event-based activity.

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Communications Officer

Author	Executive Committee
Roles	2
Date	02/11/2025
Closing	02/12/2025

Manage external communications including social media.

Key Responsibilities:

- Manage club social media, WhatsApp Community channel, website updates, and newsletters.
- Coordinate communication with members, affiliates and the Executive Committee.
- Support branding and consistent messaging across platforms.
- Share photos, stories, and results from events.

Skills & Attributes:

- Excellent written and digital communication skills.
- Familiarity with social media platforms and basic design tools such as Canva.
- Creative, proactive, and able to meet deadlines.

Commitment: Volunteer role; flexible hours, including some event coverage.

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Merchandise Officer

Author	Executive Committee
Roles	1
Date	02/11/2025
Closing	02/12/2025

Manage NWPL merchandise.

Key Responsibilities:

- Gathering feedback from the membership regarding products and designs.
- Creative design.
- Supporting affiliates with one-off batch orders for events, where requested.
- Overseeing merchandise sales via an order fulfilment service.

Skills & Attributes:

- Organised and reliable.
- Confident handling orders and liaising with external suppliers.
- Creative, proactive, and able to meet deadlines.

Commitment: Volunteer role; flexible hours.

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