

# LLANDAFF NORTH RUGBY, SPORTS & SOCIAL CLUB LTD

## Role Description – Social & Volunteer Coordinator Director

*(Club Volunteer Coordinator – Board Director)*

**Role title:** Social & Volunteer Coordinator Director

**Type:** Volunteer Board Director (company director)

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### 1. Role summary

The Social & Volunteer Coordinator Director leads the social side of club life and oversees volunteering across the club.

They are responsible for:

- Recruiting, welcoming and coordinating volunteers for social, rugby and club events.
- Helping to plan and support a calendar of social activity that brings members and the community together.
- Making sure volunteers feel valued, supported and well organised, so club activities run smoothly and sustainably.

This is a Board role, providing a clear link between volunteers, events and the Club's overall strategy.

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### 2. Key responsibilities

#### A. Volunteer strategy & coordination

- Develop and implement simple volunteer recruitment, engagement and retention plans, with a focus on social, events and matchday roles.
- Coordinate volunteers for:
  - Social events and fundraisers
  - Match days (e.g. gate, raffle, teas, events help)
  - Clubhouse and community activities
- Work with other Directors to identify where volunteers are needed and ensure adequate coverage.

## **B. Recruitment, induction & support**

- Promote volunteering opportunities via club channels (website, social media, newsletters, word of mouth).
- Help design and deliver simple volunteer inductions so people understand:
  - The club's purpose and values.
  - Their role and who supports them.
  - Key policies (safeguarding, H&S, code of conduct).
- Provide ongoing support and a friendly point of contact for volunteers, answering questions and signposting to the right Director where needed.

## **C. Scheduling & communication**

- Maintain basic volunteer lists and rotas for events, bar support (where appropriate), matchday help and other club activities.
- Use simple IT tools (e.g. spreadsheets, shared calendars, WhatsApp/email) to manage schedules and reminders.
- Make sure volunteers receive clear, timely information about what's expected, when and where.

## **D. Recognition & wellbeing**

- Help develop and run volunteer reward and recognition ideas – e.g. thank-you events, shout-outs, small tokens of appreciation.
- Check in regularly on volunteer wellbeing and workload, feeding back to the Board if people are at risk of burnout and suggesting solutions (more recruitment, rota changes, simplifying tasks).

## **E. Safeguarding, H&S & compliance**

- Work with the Safeguarding & Welfare Director to ensure volunteers in relevant roles:
  - Understand safeguarding basics
  - Complete DBS checks where required
- Work with the Commercial & H&S Director so volunteers know any health & safety requirements linked to their role (e.g. fire exits, manual handling, bar or event safety).

## **F. Data, records & improvement**

- Maintain simple, secure records of volunteers, roles and contributions (hours, events supported) using appropriate IT tools.
- Periodically review how volunteering is working – what's going well and what could be improved – and make recommendations to the Board.

## **G. General Board responsibilities**

As a Board member and company director, the Social & Volunteer Coordinator Director will also:

- Uphold the Club's purpose, values, Articles and Club Rules.
- Prepare for and attend Board meetings, contribute constructively and respect collective decisions.
- Declare and properly manage conflicts of interest.
- Share collective responsibility for the Club's strategy, finances, risk and governance.

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### **3. Person specification**

#### **Essential**

- Experience in volunteer management, coordination or team/event organisation in sport, community or charity settings.
- Strong organisational and time management skills.
- Excellent interpersonal and communication skills, both verbal and written.
- Confident using basic IT tools for scheduling, communication and record-keeping.
- Able to build positive relationships with volunteers, members and external partners.
- Willing to commit to at least one full season and support peaks in activity at the start and end of the season.
- Passionate about volunteering, community engagement and inclusivity, and supportive of the Club's not-for-profit ethos.

#### **Desirable**

- Experience on a club committee or governance group.
- Experience designing or running volunteer reward/recognition schemes.
- Understanding of safeguarding policies or volunteer-related legislation.
- Ability to contribute to long-term volunteer planning and succession.

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### **4. Time commitment**

- Attend **Board meetings** (3–4 per year) plus AMM.
- Ongoing coordination and communication with volunteers – typically a steady workload through the year, with busier periods at the start and end of the season and around major events.

### **6. Additional development opportunities**

In order to progress the club's objectives, the Chair of the Club may recruit and manage the following volunteer roles:

- General volunteer

- Social Events Volunteer
- Fundraising Volunteer
- Sports & Social Volunteer