

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)

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.

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