



BERKSHIRE RUGBY FOOTBALL UNION



Role: Volunteer Coordinator – Berkshire County RFU – **Volunteer.**

Anticipated time commitment: 2-4 hours per week + 1 monthly Executive meeting

Nature & Scope

- Provide leadership on all club volunteering matters within the County.
- Oversee the promotion of County, RFU, and external volunteering awards, coordinating with clubs to gather and submit nominations as needed.
- Collaborate with the Executive Committee to develop a succession planning process, ensuring that the county consistently has volunteers prepared to assume key roles or provide necessary support.
- The incumbent will receive support from the County Executive Committee as well as RFU colleagues.
- The term for this role shall be one year or as otherwise agreed upon by the Berkshire Constituent Body.

Responsibilities:

- Promote the Club Volunteer Co-ordinator (CVC) role and host volunteer forums and workshops, with the support of the RFU Relationship Manager.
- Identify and share effective practices in volunteer recruitment, retention, and recognition through the CB website and social media. Provide clubs with resources such as volunteer role descriptions.
- Facilitate volunteering engagement programmes.
- Serve as the county lead for the RFU Volunteer recognition programme and annual award event.
- Inform clubs about RFU volunteer recognition and reward opportunities.
- Work with the CB Honorary Secretary to ensure records are maintained of volunteers receiving recognition and rewards.
- Identify potential volunteers from clubs for the Leadership Academy.

Person Specification:

Qualifications and Experience

The suitable candidate should have a combination of the following qualifications and experiences to varying extents:

- Experience in implementing a plan to enhance all aspects of volunteering across a large and diverse environment.
- Understands how volunteers benefit the growth and engagement of participants in rugby within the county and beyond.
- Familiarity with the structure, governance, and operations of Constituent Bodies and Clubs within English rugby.
- Interest and knowledge of rugby.
- Experience in identifying and fostering strategic relationships to meet shared objectives.

Skills and Personal Attributes

- Well-organised with accurate and efficient IT and administration skills
- Interested in volunteer management/development matters
- Skilled in influencing and persuading diverse stakeholders.
- Proactive in stakeholder engagement, presenting effectively to varied audiences including the CB Executive Committee.
- Highly committed, trustworthy, professionally embodying RFU values.
- Strong listener, confidently providing clear, constructive feedback for the CB's benefit.
- Dedicated to self-challenge and continuous improvement.

Next Steps

If you are interested in this exciting role or want to discuss further, please contact Ian Wilson, Berkshire Chair wilson_ian2@sky.com or 07841788082.

All applicants will have to complete the Berkshire RFU Safer Recruitment Application Form.