



THE BRITISH JUDO ASSOCIATION

JOB DESCRIPTION

LOCATION: British Judo Association, Loughborough

JOB TITLE: Young Volunteer Development Co-ordinator
(Fixed term until 31st March 2013)

Responsible to: National Volunteer Development Manager

Responsible for: N/A

Main Purpose of Job

To support, manage and coordinate the development and implementation of the People Development Framework for Young Volunteers, including the development of Young Officials.

This will be in collaboration and under the guidance of both the National Volunteer Development Manager and the PEYSSP Manager. In addition this role will support key projects in collaboration with the National Volunteer Development Manager in all 4 key areas.

Specific Responsibilities and Personal Duties

- Responsible for Young Volunteers and Young Officials (11-19)
- Responsible for the implementation of Young Volunteers & Young Officials strategy
- Support the development of the Young Volunteers & Young Officials strategy
- Development of the Leadership Academies for Young Volunteers and Young Officials
- YST YODO Project implementation
- SIS Helpers awards implementation
- Support development and implementation of a Judo Young person's education programme in collaboration with the PEYSSP Initiatives
- Develop and implement Young Volunteer & Officials Regional Forums and National Commission
- Support and develop reward and recognition events for Young Volunteers and Officials
- Support the recruitment and deployment of Young Volunteers and Young Officials
- Liaise and work in partnership with Club Development Officers, Area Committees and Schools to Dojo project managers
- Support development of Young Volunteers and Young Officials pathways
- Support the Regional Young Volunteer programmes- cadets/performance cells etc
- Lead on initiatives for Young Volunteers
- Undertake work to support the development of volunteers as directed by the Volunteer Manager
- The creative and innovative recruitment, development, retention, reward and deployment of young volunteers

General (Special Conditions)

- Must maximise the resources of the BJA at all times.
- Must carry out and operate within the BJA's Safeguarding & Equal Opportunities Policies and strive to achieve any required safeguarding & equality targets.
- Must promote a positive image of the BJA in all dealings with internal and external contacts.
- As this role will require the candidate to have working access to the BJA's CRB disclosure process and be a co-signatory for our CRB checks, the successful candidate will be required to complete an Enhanced CRB disclosure.

Due to the nature of the work this role may include some weekend/evening work

Proposed Contract Term: Fixed term until 31st March 2013

Salary & Benefits: £16-20,000 per annum

A competitive salary and benefits package will be offered to the right candidate.

The benefits package includes contributory pension scheme 20 days annual leave, private health care scheme, training opportunities and time off in lieu where appropriate.

If you wish to apply for this position please send a cover letter demonstrating how you meet the requirements of the person specification and a full CV to:

Tracey Forman
Manager Human Resources
British Judo Association
Suite B
Epinal Way
Loughborough
LE11 3GE

Or email to: traceyforman@britisdhjudo.org.uk

Closing date for applications is: Friday 26th June 2009

Equal Opportunities

The British Judo Association is an equal opportunities employer and the post of Young Volunteer Development Co-ordinator requires:

- contact with (or influence decision making over) children and therefore will be subject to the satisfactory completion of an Enhanced Criminal Records Bureau background check
- an understanding of and commitment to the BJA's Equal Opportunities policies and Child Protection policies



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PERSON SPECIFICATION

The person specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will be used in the short listing and interview process.

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JOB TITLE: Young Volunteer Development Co-ordinator

Responsible to: National Volunteer Development Manager

Education and training:

- Preferably educated to A level or with equivalent experience
- Preferably qualified to at least 1st Dan (judo), and holding a recognised basic judo qualification (coach, referee, competition official)

Skills and abilities:

- Demonstrates effective communication skills both verbal and written
- Able to solve problems
- Ability to work both within a team and independently
- Demonstrates a pro-active and 'can do' attitude
- Demonstrates an ability to be creative and innovative in their approach to work
- Able to deal with a range of people from a wide range of backgrounds and experiences
- Able to take a holistic approach to people development
- Ability to see the 'big picture' and pay close attention to detail
- Ability to work to deadlines and demonstrate effective time management
- Ability to source and utilise a range of data, e.g. numerical, statistical (internally and externally sourced) to produce clear reports and provide an evidence base for decision making
- Able to use active listening and questioning skills to develop people
- Able to support the development of training programmes
- Able to build relationships with key external partners and other governing bodies
- Able to manage change

Knowledge and Experience:

- Knowledge and experience of working with, and or managing volunteers
- Knowledge and experience of club and member- based environments
- Knowledge of wider external agencies who support volunteering – Volunteering England, Sport England, LDA, Skills Active, Sports Officials UK Leaders UK etc.
- Experience of working with and or developing competition officials
- Knowledge of key volunteering initiatives within sport- Step into Sport, Young Leaders, YODO roles
- Experience in resource development to support the development of Young People Volunteers (volunteers and officials)
- A personal experience of volunteering, officiating within Judo would be a strong advantage
- Some experience of project based working
- Experience of event organisation
- Some knowledge and experience in learning and development