



## Role Descriptions

Each year thousands of people across the country give up their time to help their local football clubs. A recent research project conducted by the Irish FA Foundation found that the reasons most people gave for getting involved with their local club are:

- Love of football
- They wanted to help their local club
- A wish to learn new skills/use their existing skills
- They wanted to give back to the local community

These people are invaluable to football in Northern Ireland. Below are some of the different roles that people can fill within your club.

- Chairperson
- Treasurer
- Secretary
- Fundraising officer/  
fundraising and sponsorship co-ordinators
- Social media co-ordinator
- Head of youth
- Team manager
- Coach
- Assistant coach
- Club welfare officer
- Parent liaison officer
- Volunteer manager

## Chairperson

### Role description

Head the committee in making decisions including those around disciplinary matters, for the benefit of the whole club. The chairperson must be a strong leader who can be objective. It is important for the chair to provide strong leadership regarding the direction of the club and to oversee the work of the committee, along with being an advocate of the football club within the local community.

### Commitment

Approximately two hours per week, attending meetings in the evenings and attending all committee meetings.

### Responsibilities

- Provide leadership and direction for the club
- Ensure club discipline is upheld and the club discipline code is applied
- Oversee the work of the club committee
- Chair meetings for the club
- Ensure that there is a club development plan in place and that it is being successfully executed.
- The club as a whole

## Treasurer

### Role description

The main purpose of the treasurer is to look after the club's finances and make sure they are in proper order. The treasurer must be well organised, able to keep records and be careful when handling club money. It is also the treasurer's responsibility to report monthly finances to the club committee.

### Commitment

Approximately two to three hours per week.

## Treasurer (continued)

### Responsibilities

- Collect subscriptions and all money due to the organisation
- Pay the bills and record information
- Keep up-to-date records of all financial transactions
- Ensure that all cash and cheques are promptly deposited in the bank or building society
- Ensure that funds are properly spent
- Issue receipts for all money received and record this information
- Report regularly to the committee on the club's financial position
- Prepare a year-end statement of accounts to present to the auditors
- Arrange for the statement of accounts to be audited
- Present an end-of-year financial report to the AGM
- Financial planning including producing an annual budget and monitoring it throughout the year
- Help to prepare and submit any statutory documents that are required e.g., VAT returns, PAYE and National Insurance returns, grant aid reports

## Secretary

### Role description

The main purpose of the secretary is to be principal administrator for the club. The club secretary carries out or delegates all the administrative duties that enable the club and its members to function effectively. The club secretary is a pivotal role within the club and is closely involved with the general running of the club. The club secretary is the main point of contact within and outside the club on nearly every aspect of the club's activities.

### Commitment

Approximately around ten hours per week, many of these being evenings.

### Responsibilities

- Attend league meetings
- Register the club to the league
- Register players to the league
- Deal with correspondence
- Organise the booking of match and training facilities
- Organise club meetings and annual AGM



## Fundraising Officer/ Fundraising and Sponsorship Co-ordinators

### Role description

To raise funds for the club in addition to those generated through membership fees.

### Commitment

Approximately four hours per month, however more in the run up to a planned fundraising or a social event.

### Responsibilities

- Define and agree a long-term and annual fund-raising plan and strategy
- Arrange and organise the events that are within the fund-raising plan
- Identify potential sponsorship opportunities
- Approach and recruit new sponsorship partners

## Social Media and Press Co-ordinator

### Role description

To maintain and manage the club's website and social media pages, ensuring they are accurate and up to date with all current events and circumstances at the club. Also to ensure an online location to be used for club communications.

### Commitment

Approximately two hours per month after initial website construction.

### Responsibilities

- Produce a vision for the club's current and future online presence
- Review the club's web presence and make recommendations for change
- Manage the updating of ad hoc details and documents
- Produce general interest stories about the club for local press
- Ensure that the club is featured in locally produced sports magazines
- Produce weekly match reports for inclusion in the local paper



## Head of Youth

### Role description

To monitor all youth teams, oversee matchdays, and support the managers and coaches. The head of youth will also be in charge of youth recruitment.

### Commitment

Approximately 6-12 hours per week.

### Responsibilities

- Plan, organise, monitor and evaluate the delivery of the coaching programmes
- Promote the improvement of coaching standards and the qualifications of the coaches
- Consult with the academy coaches and agree on programmes of coaching that are appropriate and relevant to the age groups
- Work with senior coaches to identify any young players likely to progress to senior teams
- Oversee the development of all academy players

## Team Manager

### Role description

To provide leadership and direction and ensure the successful management of all aspects of activity across a particular team or age group.

### Commitment

Approximately four hours per week. Attendance at meetings is vital.

### Responsibilities

- Attend matches and training sessions
- Liaise with league secretary on league administration matters
- Handle recruitment of players, coaches and assistants
- Ensure an inclusive, safe and fun environment for players within the team
- Manage players and parents
- Ensure all coaches and assistants are registered with the club
- Attend meetings
- Oversee the development of coaches and players

## Coach

### Role description

To assist the manager in developing players' physical games, tactical awareness, and mental motivation while ensuring that players keep improving their overall game.

### Commitment

Approximately five to six hours per week in total including around three hours coaching and taking training sessions during the week, plus two hours on match days.

### Responsibilities

- Work closely with the manager on the running of the team
- Attend meetings
- Liaise with opposition and officials before and after matches
- Plan and reflect on training sessions
- Help the development of players
- Make team decisions and selections fairly and objectively
- Report results
- Represent team manager if required
- Maintain good communication with both players and parents

## Assistant Coach

### Role description

To support the manager and coach in the management and running of a team. Also to help maintain and improve the development of players within a team.

### Commitment

Approximately five to six hours in total per week including around three hours coaching and taking training sessions throughout the week, plus two hours on match days.

### Responsibilities

- Ensure a safe environment for all of the players
- Work with the manager and coach in the development of players
- Assist the manager and coach in the delivery of training sessions
- Stand in for the coach if required
- Plan and recap on coaching sessions with the manager and coach



## Club Welfare Officer

### Role description

To be clear about the club's responsibilities when running activities for children and young people. To help club personnel understand what their duty of care towards children and young people means and entails on a day-to-day basis.

### Commitment

Average of three hours per week although possibly more if there is an incident. Attending meetings in evenings and attendance at committee, disciplinary and manager meetings.

### Responsibilities

- Be clear about the club's responsibilities when running activities for children and young people
- Have a safeguarding children policy, anti-bullying policy and equality policy in place
- Report any concerns about the welfare of a child
- Communicate with parents
- Monitor repeated incidents of poor behaviour

## Parent Liaison Officer

### Role description

The parent liaison officer is a voluntary position responsible for liaison duties between coaches, players and their parents.

### Commitment

One hour per month during the season.

### Responsibilities

- Build links and relationships between coaches, players and parents
- Ensure that each youth team is represented by either a coach or manager at youth coaches' meetings
- Attend scheduled committee meetings
- Run coaching courses for teachers and parents

# Volunteer Manager

## Role description

To co-ordinate the recruitment and completion of all accreditation for adult member volunteers.

## Commitment

Approximately two hours per month.

## Responsibilities

- Ensure there is an adequate recruitment policy and process for the club
- Recruit new volunteers
- Provide volunteers with a brief of their role
- Ensure there is a training program for volunteers
- Produce and maintain up-to-date records of all volunteers and their accreditation status
- Advise volunteers when any accreditation is due for renewal