

RECOMMENDED ROLES

There are many different roles required to run a grassroots football club.

This section provides a summary of the recommended roles that you can get involved in, a brief explanation of their responsibilities and the key skills needed to be successful at the role. Some of the roles are roles or functions that should be considered based on your own club's circumstances.



EQUALITY CHAMPION

Being an advocate within the club to develop and promote equality, diversity and inclusion (EDI).

TYPICAL TASKS:

Leading on matters relating to equality, diversity and inclusion

Promote active conversations about equality, diversity and inclusion throughout the Club

Ensuring the club has up to date policies, procedures and is adhering to Equality legislation and FAW guidelines

Providing advice and guidance to Club Officials and Members, signposting to appropriate services where required

USEFUL SKILLS FOR THIS ROLE:

Enthusiasm

Good listening skills

Honesty and integrity

A person-centred approach with the ability to inspire others



GROUNDSKEEPER

To complete the annual maintenance schedule and prepare the pitch(es) for match days.

TYPICAL TASKS:

Preparing and maintain the facility(ies) in accordance with the annual maintenance programme

Ensuring the pitch(es) are matchday ready

Preparing and maintain any equipment

Communicating with coaches, committee members and others about facility usage

Following necessary health and safety regulations

USEFUL SKILLS FOR THIS ROLE:

Enjoys working in the outdoors

Good attention to detail

Happy to work alone

Great self-motivator

Excellent planning, organisation and time management skills



VOLUNTEER CO-ORDINATOR

To help develop a volunteering culture within the club, from planning and recruitment of volunteers through to ensuring that volunteers feel supported and valued, and have the confidence and knowledge to undertake their roles.

TYPICAL TASKS:

Acting as the initial point of contact for current and potential volunteers

Encouraging more people to help out

Putting people in roles that suit their skills, interests and availability

Providing new volunteers with the support and information to help them carry out their role

Ensuring the club values and recognises the contribution of its volunteers

Retaining the existing group of volunteers while growing the base

USEFUL SKILLS FOR THIS ROLE:

Enthusiasm

Good organisational skills

Friendly and approachable personality

Great communication skills

Empathy – being a fellow volunteer helps

Understanding of time management



COACHING CO-ORDINATOR

To develop a vibrant coaching structure, which aims to ensure players have enjoyable and developmental experiences, arranging mentoring sessions and opportunities to support coaches to develop and progress as well as support the recruitment of new coaches alongside the club Volunteer Co-ordinator.

TYPICAL TASKS:

Creating an appropriate coaching structure for the club, based on its' size and focus

Implementing a mentoring and support system for new and existing team managers/coaches

Promoting and signpost coach development opportunities to team managers/coaches

Signpost team managers/coaches to relevant coach education courses and development opportunities

USEFUL SKILLS FOR THIS ROLE:

Enthusiasm

Great communication skills

Knowledge on the coaching pathway and development opportunities

Good listening skills



FIXTURES SECRETARY/CO-ORDINATOR

Responsible for organising pitches for home games and ensuring that the club's teams can play all of their games.

TYPICAL TASKS:

Booking facilities

Communicating with visiting team or the league

Liaise with groundskeepers

Communicate with home managers and coaches

USEFUL SKILLS FOR THIS ROLE:

Enthusiasm

Well organised

Experienced in computer and administration skills

A good communicator, both verbal and written skills



ACCREDITATION OFFICER

To complete the annual club accreditation process.

TYPICAL TASKS:

Determining the level of accreditation the club would like to achieve

Reviewing the criteria and aligning what the club has and what is needed

Completing the application process

Acting as a point of contact for the FAW Trust

Communicating the club's achievement to members and the wider community

USEFUL SKILLS FOR THIS ROLE:

Enthusiasm

A good communicator, both verbal and written skills

Experienced in computer and administration skills

Passion to learn and develop especially in relation to COMET

Ability to maintain records and keep a track of upcoming outstanding qualifications

Understanding of time management



SOCIAL MEDIA, MARKETING OR COMMUNICATIONS CO-ORDINATOR

The role promotes the activities of the club with the aim of increasing profile and thereby club membership, raising income or improving the club's reputation.

TYPICAL TASKS:

Raising the profile of the club in the community

Building relationships with local media

Ensuring the club website and social media feeds provide up to date and relevant information

Reporting on club events and compiling match reports

Running mini social media campaigns

USEFUL SKILLS FOR THIS ROLE:

Confident and approachable

Enthusiastic and naturally curious

A strong communicator, with good writing and verbal skills

Well organised

Experienced in computer skills – curious about digital platforms

Interested in marketing/promotions/social media or dealing with the local media

