

## Full-time volunteer work placement

### Role description



- Position:** Young Officials Development Officer
- Responsible to:** Respective Line Manager within the National Governing Body for Sport, with support from Youth Sport Trust Young Official Development Manager
- Issue Date:** June 2009
- Volunteer Expenses:** Up to £2,400 (up to £60 per week x 40 weeks) for everyday expenses on food, travel and subsistence.  
Up to £4000 towards accommodation expenses  
Professional Development opportunities
- Overall Role:** To manage and develop the Young Officials Project within a National Governing Body of Sport

#### Responsibilities:

1. Take the responsibility to refine the Young Officials Award and resources created in previous years using feedback from customers, specifically including young people who have undertaken the award and volunteered as an official.
2. Share practice and work collaboratively with the other Young Official Development Officers engaged in the project.
3. Work within school and community networks to promote awards and broker deployment opportunities for trained young officials to actively volunteer.
4. Develop an effective delivery strategy and mechanism to deliver courses offering new opportunities to more young people throughout England to train as officials.
5. Work with your NGB to develop a pathway for officiating that will embed and sustain the development and recognition of young officials.
6. Promote equal opportunities for all to access the awards.
7. With support from NGB staff, build capacity for the delivery of the young officials awards by increasing the number of tutors able to deliver the awards throughout all regions.
8. Engage with key personnel responsible for events & competitions within your respective NGB to secure volunteering opportunities for young officials at NGB competitions. Circa three events and 5-10 of the most talented young officials at each event (including UK School Games if relevant).
9. Raise the awareness of the young officials awards, opportunities to volunteer as an official and the success of the project amongst national networks.
10. Prepare and produce reports at regular intervals to demonstrate the progress of the project in your respective NGB.
11. Any other duties as may reasonably be required which are commensurate with the post.

**NB:** for further information contact the existing YODO or visit [www.youthsporttrust.org](http://www.youthsporttrust.org)

## Person specification

### YOUNG OFFICIALS DEVELOPMENT OFFICER



Applicants for this opportunity should be able to satisfy the following criteria:

Experience	Essential	Desirable
1. To have undertaken Leadership and Volunteering in Sport in at least one of the following settings: School Sport, Community/Club Sport, Sports Events	✓	
2. To have gained an undergraduate degree or be in the process of undertaking an undergraduate degree or equivalent		✓
3. To have experience and knowledge of the sport for which you wish to undertake the Young Official Development Officer position either as a performer or volunteer		✓
4. To have undertaken and experienced officiating in at least one sport		✓

#### Skills, Abilities and Personal Characteristics

1. Strong verbal and written communication skills	✓	
2. Excellent organisational skills.	✓	
3. Ability to work independently and as part of a team	✓	
4. Demonstrate genuine enthusiasm to work with young people	✓	
5. Confidence to deal with people within NGBs and School Sport Partnerships	✓	
6. Ability to use initiative and drive tasks through to completion	✓	
6. Ability to prioritise and structure tasks	✓	
7. Ability to be creative and flexible	✓	
8. Full drivers licence and use of own transport		✓