

OXFORDSHIRE LADIES' COUNTY GOLF ASSOCIATION JUNIOR BEGINNERS' ORGANISER – JOB DESCRIPTION

Role:	Junior Beginners' Organiser
Responsible to:	OLCGA County Junior Organiser (CJO)
Expenses:	Mileage expenses incurred attending county activities may be claimed along with administration expenses including stationery and postage.
Purpose of post:	To organise coaching and activities for girls in the County who are new to golf and to encourage girls to take up the game of golf.

Key Tasks:

- In Liaison with the County Coach/Beginner Coach, Junior Training Officer and the County Junior Organiser, arrange coaching sessions for beginner girls. Produce an information sheet for girls on dates and costs and circulate to all girls.
- Organise appropriate volunteer support to assist with the coaching days.
- Organise activity days and taster days throughout the County for girls without handicaps and new girls in conjunction with the Junior Competition Secretary.
- Organise the Ox Calf Cup at the end of the season in conjunction with the Junior Competition Secretary.
- At the end of the season ensure that the clubs who have hosted the coaching are written to and thanked for their hospitality.
- Attend Junior Committee Meetings and where unavailable send a report outlining progress and developments since the last meeting.
- Be prepared to assist as a helper at junior events.
- To ensure the safety and welfare of the girls within the County and to raise any concerns regarding a girl's welfare or an adult's behaviour to the OLCGA Welfare Officer.

Applicants to be Junior Beginners' Organiser must:

- Read and understand OLCGA's Child Protection Policy.
- Read and sign to agree to abide by the OLCGA's "Code of Conduct for Adults" at all times.
- Complete a self-declaration form.
- Obtain an enhanced level CRB disclosure and have it updated every three years.
- Provide references from at least two people.
- Attend a "Safeguarding and Protecting Children" workshop every three years



**PERSON SPECIFICATION
JUNIOR BEGINNERS' ORGANISER**

Category	Essential	Desirable
Experience		
Involvement with supervision of young golfers	✓	
Education and Training		
Child Protection Training (opportunities will be identified and paid for by the County)	✓	
Knowledge		
Understanding of County Junior Activities and County Association		✓
Understanding of procedures to safeguard the welfare of children	✓	
Skills		
Good communication skills, particularly with young people	✓	
Basic IT skills		✓
Good organisational skills to arrange county activities	✓	
Specific Requirements		
Free Time to organise and oversee activities and attend meetings	✓	
Interest in working with junior girls	✓	
Commitment to treat all children as individuals and with equal concern	✓	
Commitment to anti-discriminatory practice	✓	
No previous involvement in criminal cases involving abuse to children	✓	
No disqualifying previous criminal records	✓	
Good sense of humour		✓

