

**OXFORDSHIRE LADIES' COUNTY GOLF ASSOCIATION
JUNIOR LIAISON OFFICER – JOB DESCRIPTION**

Role:	Junior Liaison Officer
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 build communication pathways with organisations outside OLCGA for the mutual development of girls' golf.

Key Tasks:

- Visit Starter Centres and YMG Centres at least once a year providing them with information on the county activities and asking them to inform their girls of the county activities. Complete a visit report and send information to the CJO.
- Liaise with the Golf Foundation Development Officer regarding Starter Centre Activity and advise of any other potential golf facilities that might be suitable Starter Centres. Be the OLCGA representative on any future PE & Sport School Club Links projects.
- Develop communication pathways with Local Sports Development Officers to identify any development opportunities that might benefit the county.
- Liaise with Specialist Sports Colleges to advise them of county activities and identify any development opportunities that might benefit the county.
- Liaise with clubs in the county to ensure they are aware of county activities and encourage them to develop girls' golf.
- 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 Liaison Officer 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 LIAISON OFFICER**

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	✓	
Basic IT skills to complete visit reports	✓	
Ability to approach new people and communicate effectively		✓
Specific Requirements		
Free Time to make visits and complete reports	✓	
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		✓

