

**OXFORDSHIRE LADIES' COUNTY GOLF ASSOCIATION
JUNIOR SECRETARY – JOB DESCRIPTION**

Role:	Junior Secretary
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 assist the CJO in administrative duties relating to Junior Girls.

Key Tasks:

- Circulate information forms at the start of each year to each affiliated golf club to identify the number of junior girl members each club has, collate this information and give it to the CJO.
- Circulate fixture lists, competition entry forms and any correspondence that the CJO or other Junior Committee member wishes to send out to both the girls and club representatives.
- At the request of the CJO or other Junior Committee member write thank you letters for any hospitality or donations and send congratulations cards to any girls who have done well in the County.
- Keep a database of all girls' contact details including up to date handicaps where possible.
- Produce a Junior Newsletter three times a year and circulate to girls, clubs, junior committee members, County Executive members and any other interested parties.
- Attend Junior Committee Meetings and take notes, write minutes and circulate to all Junior Committee Members, the County Captain and County President. If not available to attend indentify an individual from the Junior Committee to take the notes on your behalf.
- 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 Secretary 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 SECRETARY**

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	✓	
Good IT skills and access to a computer and the internet	✓	
Good administrative skills	✓	
Specific Requirements		
Free Time to complete administrative duties 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		✓

