

## OXFORDSHIRE LADIES' COUNTY GOLF ASSOCIATION JUNIOR TRAINING OFFICER – JOB DESCRIPTION

<b>Role:</b>	<b>Junior Training Officer</b>
<b>Responsible to:</b>	OLCGA County Junior Organiser (CJO)
<b>Expenses:</b>	Mileage expenses incurred attending county activities may be claimed along with administration expenses including stationery and postage.
<b>Purpose of post:</b>	To arrange and manage coaching for intermediate and advanced girls within the county. Coaching for beginners is co-ordinated by the Junior Beginners Organiser.

### Key Tasks:

- During the previous year assess the coaching needs of the girls in the county and, with the help of the CJO, the County Coach and the 1<sup>st</sup> and 2<sup>nd</sup> Team Captains arrange coaching sessions for intermediate and advanced girls. This involves:
  - Selecting appropriate coaches and venues, arranging dates and times and agreeing costs
  - Agreeing training programme content with the appointed coach
  - Allocating girls to appropriate coaching groups
  - Producing a list of coaching dates, venues and costs for each group and circulating it to the appropriate girls
- Prior to each session:
  - Liaise with the coach to find out what the session will cover
  - Send out reminder emails to girls and check they will be in attendance
  - Arrange for at least one member of the Junior Committee to attend on the day
- At the end of the season write to the host club(s) thanking them for their hospitality.
- During the year, monitor the progress of the girls and the quality of the coaching. If appropriate, move girls between coaching groups.
- **NOTE** – Since 2009 coaching for intermediate girls has been provided by the BB&O Golf Partnership so rather than arranging coaching for this group, the Training Officer should be the OLCGA representative on the BB&O Golf Partnership Academy Centre Management Team. This involves attending regular meetings and visiting the Academy Centres to review the coaching provided.
- Be prepared to assist 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 Training 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 TRAINING OFFICER**

Category	Essential	Desirable
<b>Experience</b>		
Involvement with supervision of young golfers	✓	
Experienced club golfer or better		✓
<b>Education and Training</b>		
Child Protection Training (opportunities will be identified and paid for by the County)	✓	
<b>Knowledge</b>		
Understanding of County Junior Activities and County Association	✓	
Understanding of procedures to safeguard the welfare of children	✓	
<b>Skills</b>		
Good communication skills, particularly with young people	✓	
Good IT skills and access to a computer and the internet	✓	
Good organisational skills	✓	
<b>Specific Requirements</b>		
Free time to attend county 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		✓

