

Role Description: Club Secretary



Purpose of the Role

To assist the club officers and coaches in the smooth running of the club.

To create a safe, inclusive and welcoming environment for all members of Southampton Kendo Club.

To be a point of contact and representative of Southampton Kendo Club.

Duties and Responsibilities

- Help to create a safe, inclusive and welcoming environment for all members of Southampton Kendo Club.
- Assist the club officers and coaches in communicating with members.
- Assist with managing online social media and communities.
- Act as a point of contact for club members and visitors.
- Represent Southampton Kendo Club on the BKA's DRC (Dojo Representative Committee).
- Help members with attendance at BKA events and competitions.
- Help to organise teams for competitions.
- Assist the Designated Safeguarding Lead in implementing Southampton Kendo Club's safeguarding and child protection policies and procedures: ensuring all safeguarding and child protection issues concerning children and young people and members who take part in Southampton Kendo Club's activities are responded to appropriately.
- Be familiar with issues relating to child protection and abuse, and keep up to date with new developments in this area.
- Assist with recording and documenting any concerns, complaints or incidents which occur, and communicating with the Designated Safeguarding Lead as required.
- Attend team meetings as arranged.
- Work flexibly as may be required and carry out any other reasonable duties.

Training/Qualifications (to be provided as required)

- Safeguarding and child protection training
- Online community management training

Role Description:
Club Secretary



- Safer recruitment training
- Equality and diversity training

Other

Appointment to this role is subject to satisfactory vetting and barring checks.