

Role Description: Events Secretary



Purpose of the Role

To assist the club membership in attending events and competitions.

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 regarding kendo events and competitions.

Duties and Responsibilities

- Help to create a safe, inclusive and welcoming environment for all members of Southampton Kendo Club.
- Keep track of kendo events and competitions, and notify the membership.
- Organise teams to represent Southampton Kendo Club at competitions, and ensure entries are submitted correctly.
- Help to organise events and gradings hosted by Southampton Kendo Club.
- Act as a point of contact regarding kendo events.
- 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
- Equality and diversity training