



FA CHARTER DEVELOPMENT CLUB
CHARITY NO: 1123756
KCFA AFFILIATION NO: GYD00270

Meopham Colts FC Roles and Responsibilities for a Schools' Liaison Officer

Who will I be responsible to?

Club Trustees

Who will I be responsible for?

N/A

What is the role of the Schools' Liaison Officer?

Establish and maintain links with local
Secondary and Primary Schools

What sorts of tasks are involved?

- Meet the representative of each school at least twice a year
- Ensure the schools are kept up to date with Club activities
- Ensure all relevant Club promotional materials are displayed in Schools and on local notice boards
- Help organise coaching sessions using our coaches for School pupils, to promote successful recruitment in our target age groups
- Liaise with Gravesham Schools' Sports Partnership team to help organise school tournaments



How much time will I need to give to the role?

- Approx 1 to 2 hours a week during term time
- Attend Manager's meetings (approx once every 2 months for two hours)
- Assisting with any school recruitment tournament organisation approx 8 hours twice a year.

What else can you tell me about this role?

- It is essential that you are well presented when representing the Club
- You will need good presentation and communication skills
- You need to be self motivated and organised. Trustees will provide 'back up'.
- Access to e mail would be a great advantage
- Availability to meet with School representatives during school working hours
- Ability to produce promotional leaflets and posters for schools would be an advantage