**Volunteer Coordinator**

**The role**

The British American Football Association (BAFA) is the recognised National Governing Body for the sport of American football in the UK, both contact and flag. BAFA is responsible for all regulatory, competition, performance and development aspects of the game.

The organisation has been undertaking an exciting governance transformation over the past few years and is looking to bring on board a Volunteer Coordinator who will help support, coordinate, and grow our volunteer team within the BAFA. Working with the Executive team and Board, you will support the organisation ensuring our sport has the right people in the right roles and are recognised for their contributions.

**Responsible to:** Nichole McCulloch, BAFA Chair

**Length of term:** Open

**Position type:** Voluntary

**Responsibilities**

* Supporting the Executive and Board on sourcing and recruiting volunteers through various techniques
* Collecting information on availabilities and skills to ensure we are proactively recruiting volunteers
* Keeping detailed records of volunteers’ information and assignments
* Maintaining the Volunteer Database of current volunteers and potential volunteers
* Coordinating the Volunteers Handbook for new volunteers and all other relevant paperwork
* Identifying and arranging for appropriate training when needed
* Communicating frequently with volunteers to ensure they are satisfied and well-placed
* Developing a method for rewarding and recognising volunteers

**Requirements**

* Experience with HR would be desirable but not required
* Working knowledge of databases and MS Office (especially Excel)
* Able to communicate effectively with diverse people
* Excellent organisational and team coordination abilities
* A pleasant, outgoing personality

**Key competencies**

* High level of integrity.
* Excellent leadership skills.
* Be able communicate concisely, effectively and with transparency
* Act as a positive role model for the sport
* Take responsibility and be accountable for collective actions
* Be able to work in partnership to develop solutions to challenges
* Demonstrable commitment to ethics within sport.
* Demonstrable commitment to equal opportunities and equity
* Enthusiasm for sport of American football

**Diversity and inclusion**

The British American Football Association embraces equality, diversity and inclusion both on and off the field of play, where everyone can bring their whole selves to the organisation. We encourage job applications from suitably qualified and eligible candidates irrespective of their gender, ethnicity, religion, belief or sexual orientation.

**How to apply**

If you are interested and meet the qualifications please send your CV and cover letter to Nichole McCulloch, BAFA Chair (nichole.mcculloch@britishamericanfootball.org) no later than the 22nd January 2021. Interviews will be conducted shortly after.