

CLUBMARK OFFICER – JOB DESCRIPTION & PERSON SPECIFICATION

1. Job Description

The post of Clubmark officer is an appointed post. The purpose of the post is to promote the values of attaining Clubmark accreditation to those BAB Clubs having a junior membership. The duties and responsibilities include, but are not necessarily limited to:

- Attending Executive and General Meetings of the Board when requested to do so
- Acting as Liaison with the Sport England National Clubmark Officer to ensure that procedures and information remain current
- Developing promotional and factual literature for members, including items for the Website
- Providing an 'advice and support' service for all members, including undertaking visits to Clubs where considered appropriate
- Developing, facilitating and maintaining a team of Assessors, as required by Clubmark procedures
- Processing all Clubmark applications, providing templates and other hands-on support, issuing Clubmark certificates, etc
- Maintaining appropriate records, including review assessments undertaken, and a list of BAB accredited clubs
- Production of an Annual Report for the AGM

2. Person Specification

The post holder should, ideally, have had personal involvement in obtaining Clubmark accreditation and/or have a sound knowledge of the aims, objectives and benefits of Clubmark, together with a background which encompasses and demonstrates:

- Ability to present good written and oral reports
- Good inter-personal skills working with youngsters
- An ability to work as part of a management team
- Ability to work with a diversity of aikido Associations, recognising their independence but seeking to develop their commitment to a corporate approach to the promotion of aikido in the UK.
- It literacy
- A knowledge of the art of Aikido