Role Profile

Club Coordinator

# Overview

The appointment of a Club Coordinator by the Club Executive is a key milestone in the Club planning process. The Club Coordinator is the main point of contact between the Club and the Club Planning Facilitator. The role holder is tasked with coordinating the completion of all actions in the planning process.

# Responsibilities

1. Contacting and consulting with the Club Planning Facilitator.
2. Setting-up the meeting between the Club Plan Steering Group and Club Planning Facilitator.
3. Coordinating the completion of actions relating to the planning process, e.g., organisation of the workshop and focus group activities.
4. Acting as the main point of contact for the Club in relation to the Club Planning Programme.

# Recommended Skills and Characteristics

* Highly organised
* Proficient in basic IT systems
* Good communication skills
* Ability to approach individuals and obtain updates on the actions assigned to them

# Additional Considerations

* The role holder does not have to be from the Club Executive. This is a good opportunity for the Club to bring in more volunteers from the membership.
* The role holder is typically not one of the principal Club Officers due to the time required to fulfil the role.
* Where possible, identify someone who has experience, through their professional lives, in project or programme management, in any industry.