

Southern Region Staff Roles and Responsibilities

Regional Development Officer (RDO)

Strategic development of gymnastics across the region to include:

Support and develop a strong workforce

- Facilitate pathways from active gymnast into officiating, judging, coaching

Support and develop participation at all levels and across all disciplines.

- Support Clubs with projects/needs e.g. business planning; funding applications; GymMark accreditation
 - Identify gaps in provision within the Region and research/develop solutions

Support opportunities for gymnasts to perform and achieve

- Work with Technical and Regional Committees to co-ordinate an effective programme of Events
 - Introduce/build a programme of demonstration events for non-competitive performance.

Hampshire Development Officer (CDO)

Localised support for Gymnastics Development in Hampshire to include:

Support club development

- Support Clubs with projects/needs e.g. business planning; funding applications; GymMark accreditation
- Support clubs to reduce waiting lists, to broaden their range of disciplines and increase membership
 - Establish new clubs
 - Attend facility development meetings

Support to volunteers

- Developing Leadership Academies
- Matching volunteers to volunteering opportunities

Support to schools

- Setting up Key-Step Competitions
- Supporting teacher and volunteer training

Support the development of events and performance opportunities

- Disability road show / tumbling camp
- Discipline specific competitive and non-competitive opportunities

Regional Workforce Development Coordinator (WDC)

Plan and implement a training plan for the regional workforce

- Planning and advertising courses in line with regional requirements
- Conduct workforce needs analysis to identify course requirements
 - Processing candidates details/payments
 - Booking and supporting tutors, assessors and verifiers
 - Organises tutor and assessor training
 - Liaising with 1st4Sport regarding courses

Regional Administrator (RA)

Provide effective administration

- First point of contact for general enquiries
- Co-ordinate regional meetings and events e.g. Club Conference/Regional Awards

Support the Regional Committee

- Attending/reporting at regional committee meetings
- Providing administrative support where appropriate e.g. Collate regional and county affiliations

Provide effective communication

- Maintaining the regional website and database
- Producing regular newsletters and email communications to clubs, coaches, volunteers and key partners