



British Aikido Board

*Sports England Recognised
Governing Body for Aikido in the UK*

VOLUNTEER OFFICER

JOB DESCRIPTION & PERSON SPECIFICATION

Job Description:

The post of Volunteer Officer is an appointed post. The purpose of the post is to advise the Board on the development of a strategy to encourage volunteers to support the work of the Board and its' Associations.

The duties and responsibilities include but are not necessarily limited to:

- Attending Executive Committee and General Meetings of the Board, when requested.
- Developing and implementing a Volunteer Support Programme for the Board and Associations
- Developing and implementing a strategy to recruit/motivate more volunteers in aikido
- Liaising with appropriate agencies such as REACH, to recruit, non aikido, professionals to volunteer
- Collection and collating of detailed data to assess the pattern of volunteers amongst all groups.

Person Specification

- A commitment to the values of voluntary service
- Experience of recruiting/working with volunteers would be an advantage.
- Good written and oral skills
- IT Literacy
- A knowledge of the art of Aikido would be an advantage, but is not essential.