



# LONDON VOLLEYBALL ASSOCIATION

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## TRAINING AND DEVELOPMENT OFFICER

### ROLE & DESCRIPTION

Responsible for managing the training needs of the LVA membership.

### MAIN DUTIES

- Identify and assess the training needs of the LVA through research, analysis and consultation with other officers and members.
- Assess individualised and group training needs that address specific organisation needs.
- Effectively manage the training and development budget.
- Provide regular updates to the executive committee.
- Ensure equality of opportunity to access training for LVA members.
- Set annual targets on recruitment, retention, training and development and report on progress quarterly to the Executive Committee and annually at the AGM.
- Facilitate grade 4 referee courses.
- Facilitate level 1 and level 2 coaching courses
- Ensure that referee's, scorer's and line judge's courses are promoted through the clubs.
- Set annual targets on recruitment, retention, training and development and report on progress quarterly to the Executive Committee and annually at the AGM.

### SKILLS/QUALITIES REQUIRED

- Strategic thinker with great organisational skills
- Good written, verbal and interpersonal communication skills.
- Computer literate.
- Good organisational skills
- A knowledge of refereeing and coaching in London

### COMMITMENT

- Attend General meetings
- Attend executive meetings

### Revision History

5 May 20: Version 0.1