

# Club Matters Workshop Information

We are delighted to be the main supplier for [Club Matters workshops](http://www.sportenglandclubmatters.com/club-matters-workshops/). We are seeking to recruit a high-quality workforce who can offer expertise to support the delivery of these workshops, offering an engaging and informative session for clubs to learn and grow through. The Club Matters workshop offer consists of the following five workshops:

* Understanding the options for club structures
* Developing a marketing strategy
* Developing a business plan
* Club experience
* Club Volunteer experience

We are seeking tutors from both within and outside of the sports sector to add value to the delivery of these workshops.

Should you wish to apply, please complete the tutor application form at the end of this document. Applications should be sent via email to Clubmatters@sportstructures.com.

If you would like to enquire about this role further, please contact:

Simon Kirkland

Phone: 07766768474

Email: simon@sportstructures.com



# Club Matters Workshop Tutor Role Description

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| Title | Club Matters Workshop Tutor  |
| Payment | As per workshop delivered (£100 per workshop excluding expenses) |
| Hours of working | As required for delivery of the workshop |
| Location | National (we are particularly interested in applications from those able to tutor in London, the South West and the North East) |
| Frequency of work | As per workshop demand |
| Job purpose | We are looking for dynamic engaging tutors who can deliver positive and inspiring learning environments. Tutors will be responsible for the planning and delivery of Club Matters workshops.Full workshop materials will be provided along with workshop orientation(s).Applicants may apply to deliver just one, or all five of the workshops depending on their experience. |

| **Main Duties and Responsibilities** |
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| Workshop delivery |
| 1 | To ensure delivery of the workshop(s) creates a positive and welcoming learning environment that is learner centred |
| 2 | To deliver the workshop(s) as per the recommended learning programme and using the associated resources |
| 3 | To adapt sessions appropriately to cater for different needs and experiences |
| 4 | To maintain high standards of workshop delivery, continually reflecting and improving on practice |
| 5 | At all times, present a positive image of Club Matters within all communication and behaviours |
| 6 | To provide appropriate guidance, support and advice to workshop attendees where required |
| 7 | To communicate with the course organiser prior to workshop delivery to understand logistics and requirements |
| 8 | To return post workshop paperwork as requested |
| 9 | To provide a laptop for delivery of the workshop |
| 10 | To agree and abide by a workforce code of practice  |
| 11 | To attend at least one continual professional development session (webinar) |
| **Minimum Requirements** |
| 1 | **Significant** experience in the three key areas of workshop content (governance of clubs, development planning and marketing).  |
| 2 | Experience of presenting and tutoring to small and large groups |



# Club Matters Workshop Application Form

## Personal Details

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| Name:       |
| Address:       |
| Home phone:       | Mobile:       |
| Email:       |
| D.O.B:       |
| Ethnic origin: [ ] White - British [ ] White - Irish [ ] Any other white background [ ] Mixed - White and black Caribbean [ ] Mixed - White and black African [ ] Mixed - White and Asian [ ] Any other mixed background[ ] Asian or Asian British - Indian  | [ ] Asian or Asian British - Pakistani [ ] Asian or Asian British - Bangladeshi [ ] Any other Asian background [ ] Black or black British - Caribbean [ ] Black or black British - African [ ] Any other black background [ ] Chinese [ ] Any other (please write in) |
| Do you have a disability? [ ]  Yes [ ]  No  |
| If yes, please specify the nature of your disability:       |
| Please identify your availability to tutor: | [ ]  Evenings [ ]  Weekends [ ]  Week days [ ]  School holidays  |
| Do you hold a current driving licence? | Yes [ ]  No [ ]  |
| Are you currently employed? | Yes [ ]  No [ ]  |
| Organisation employed by: |       | Job title |       |
| Are you aware of any conflicts of interest for delivery of these workshops? | Yes [ ]  No [ ]  |
| If yes, please specify: |       |
| Do you have a DBS check? If so, please state your DBS number | Yes [ ]  No [ ] Number:       |

## Relevant Training

Please complete the following questions, identifying the qualifications you currently hold:

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| Teaching / tutoring qualification: |       |
| When did you last receive safeguarding and protecting children training? |       |

## Relevant Experience

Please complete the boxes with your skills, knowledge and experiences in relation to the question. If you would like to send further information, please do not hesitate to do so on a separate document.

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| Do you volunteer in sport? If so, please describe your experience(s) |
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| Please describe your experience of delivering Club Matters workshops, if any? |
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| What is the role of the suite of Club Matters workshops in the sporting landscape? |
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Please describe your experience that will enable us to use you as an expert. You can comment on one, two or all three of the workshops depending on which workshop you wish to deliver. We have identified the workshop description and outcomes to guide you.

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| **Club experience – Knowing and supporting your members** Yournmemebrs and participants are your lifeblood and without understanding them you don’t know what they want. This workshop covers:– * + understanding the participants in their club
	+ consistently deliver a great Club Experience
	+ How to bring about change in their club
	+ Identify ongoing support for you
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| **Club volunteer experience –** Developing your club volunteers Workshop outcomes * Develop a positive culture of volunteering within a club environment
* Identify how to develop the volunteer’s experience by assessing the value of club volunteers
* Develop the volunteer experience by identifying top tips in recruiting, retaining and rewarding new and existing volunteers
* Develop an action plan to improve the volunteer experience within your sports club environment
* Find out more information to help improve the volunteer experience
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| **Developing a Business Plan - Securing a brighter future**Do you have a dream for your club but struggle to make progress? This workshop will help you put together a simple yet effective business plan for your club to help you plan a brighter future and take real steps to reach your goals. Stop dreaming, start doing.This workshop covers:* What a business plan can do for your club
* Key players in developing a business plan
* A simple framework to support your planning

Top tips of what to include in your plan and common pitfalls to watch out for |       |
| **Developing a Marketing Strategy - Reach out & attract with impact**With so many marketing options out there it can leave you in a muddle. This workshop will guide you through the marketing minefield and help you attract new members, raise funds or enhance your club’s profile. Launch your marketing mission today.This workshop covers:* Shaping up your marketing strategy- what to consider
* Fit to follow framework - to develop your club’s strategy
* Methods to motivate - considering different marketing options
* Evaluating your efforts - focus your energy effectively
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| **Understanding the Options for Club Structures - Building your club for success**It is important that sports clubs take the time to explore different club structures. By attending this workshop you will gain an understanding of what structure is right for your club to enable success and stability.This workshop covers:* The importance of your club structure
* An overview of different legal structures
* Top tips for becoming incorporated
* Selecting the best status for your club, including CASC, charities and CIO’s
* Getting to grips with gift aid
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| Please supply details of a supporting reference that can verify your practice/experience: |
| Name:      Email:      Phone number:      Relationship to you:       |
| If you wish to supply additional information, please do so here: |
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