

Regional Competition Co-ordinators x2 Job Description



Background

Each Region of Special Olympics Great Britain is led by a voluntary Regional Steering Group. This group of individuals represent stakeholders from within the Region who regularly meet to discuss activity and developments, but who also vote to agree on how resources are allocated to Special Olympics activity. The Steering Group is responsible for discussing, agreeing (by vote) and co-ordinating:

- Regional Competition Calendars
- Administration and Membership
- Meetings and Communication
- Finance
- Branding
- Relationships
- Policies and Governance Agreements / Constitutions

The Region annually accredits to Special Olympics GB, and in doing so its Steering Group adopts a Governance Agreement, that outlines the expectations of the Region and the support available from Special Olympics GB. One of the expectations is the appointment of 4 mandatory roles within the Regional Steering Group, alongside any other roles the Region feel are required. The 4 mandatory roles include:

- **Main Contact**
Responsible for receiving information and contact from a variety of sources, including Special Olympics GB Head Office, and for sending it to the most relevant person or people from within the Steering Group. They are also responsible, unless stated in communications, for replying to requests for information from Special Olympics GB Head Office, or any Special Olympics Club or Delivery Network. This person and their contact details will be included on the website, to allow people interested in Special Olympics to make contact with regional activity.
- **Finance Officer**
Responsible for managing the income and expenditure of Special Olympics related funds, and providing Special Olympics GB Head Office an annual financial report (using a provided template) on all funds raised and spent each year. Financial reports for the previous year must be submitted along with the annual accreditation form in January. Although this person does not need to be an accountant, they should understand how to use spreadsheets and how to show income and expenditure.
- **Regional Competition Co-ordinators x2**
More information provided below

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Information

Job title: Regional Competition Co-ordinator

Number of positions available: 2

Estimated hours: Average of 5 hours per month

2 people are required to fill these roles, ideally so that they can work together and discuss plans, options and needs of Region related competition events.

The roles are responsible for creating, managing and co-ordinating a Regional Competition Calendar, which includes:

- collating and sharing information on local and regional competition details (sports, venues, host details, dates)
- supporting the involvement of the Region at national or international competitions
- being an active member of the Regional Steering Group
- supporting competition hosts to complete the event sanctioning process

The Regional Competition Co-ordinators are not required to actually deliver or run any events. They are required to co-ordinate the offer of support from the Region and Special Olympics GB, with the needs and requirements of those hosting competition events. For example they would ensure the event hosts complete the event sanction forms before passing them to National Office for approval, or would signpost competition event hosts to grants available from the Region.

These roles require contact with each accredited Club or Delivery Network within the Region, as well as potential supporting Partners, who can support the planning, delivery or evaluation of such events. Such contact could be via email, phone or in person at the quarterly Regional Meetings.

Although knowledge of Special Olympics and its all ability competitions would be of use in these roles, support and guidance will be provided by Special Olympics GB if required, to ensure individuals are given all the experience they need to fulfil the roles.

If you are interested in these positions, please contact your Special Olympics Region Main Contact, whose details can be found at <http://specialolympicsgb.org.uk/find-a-club1>.