

## **Barry Town United Walking Football Inclusion & Development Role**

The Barry Town United Walking Football Inclusion & Development Officer has a vital role to play throughout the year to register members and maintain membership records.

The Barry Town United Walking Football Inclusion & Development Officer works closely with other members of the Barry Town Walking Football Committee in particular the club Secretary and club Treasurer.

The Barry Town United Walking Football Inclusion & Development Officer is responsible for coordinating opportunities to play against or train with other walking football clubs.

### **The duties of the Barry Town United Walking Football Inclusion & Development Officer include, but are not restricted to:**

- Processing membership applications for all new members
- Maintaining the Barry Town United Walking Football membership database
- Managing the club registration and membership processes and records (in conjunction with club Secretary and Treasurer)
- Updating the Barry Town United Walking Football Secretary and Treasurer of relevant members details on a monthly basis
- Providing up to date members health and safety information to squad managers as the information changes
- Dealing with or forwarding as appropriate any correspondence that is received to the club's email account
- Filing all club correspondence coming in to the Barry Town United Walking Football email account
- Working with the club Treasurer to reconcile membership payments due
- Reporting to the Barry Town United Walking Football committee on the progress of memberships etc.
- Ensuring data integrity and privacy and meeting GDPR obligations
- Maintaining the Barry Town United Walking Football website
- Providing an induction to new members of Barry town United Walking Football
- Coordinating opportunities to play against or train with other walking football clubs to maximise playing opportunities for club members.
- Attending as many events with external bodies as possible to promote Barry Town United Walking Football and encourage new members
- From time to time, other duties as agreed by the Barry Town United Walking Football Committee