



Volunteer with the

West of England Billiards & Snooker Foundation

Who are we?

The West of England Billiards & Snooker Foundation (WEBSF) is a not-for-profit community group which is maintained by a team of volunteers. The main aim of the Foundation is to increase enjoyment and participation in the sports of billiards and snooker regardless of a person's age or ability. We are proud to have served the community since 2004 and are always looking for additional volunteers to help us become more sustainable.

The information below provides further information about the volunteering opportunity available.

Role title:	Volunteer Training Co-ordinator
Responsible to:	WEBSF Champion / Volunteer Co-ordinator WEBSF Deputy Champion / Volunteer Co-ordinator
Location:	This volunteering role can be undertaken anywhere within the geographical area known as the West of England. This covers Bath & North East Somerset, Bournemouth, Bristol, Cornwall, Devon, Dorset, Gloucestershire, Isles of Scilly, North Somerset, Plymouth, Poole, Somerset, South Gloucestershire, Swindon, Torbay, Wiltshire.
Role objectives:	As a volunteer Training Co-ordinator you will be responsible for researching training and development opportunities for all our volunteers.
Outline of tasks:	<ul style="list-style-type: none"> • Maintain a record of training and development opportunities for different volunteer roles • Seek different training opportunities for WEBSF volunteers through the most cost effective means possible • Co-ordinate training requirements for volunteers including the follow up and renewal of any mandatory training (e.g. Child Protection, First Aid) • Liaise with volunteers about training opportunities as appropriate
Measurements of performance:	<ul style="list-style-type: none"> • Feedback from participants, sponsors, officials or National Governing Bodies • Feedback from the Volunteer Co-ordinators
Desirable qualities and skills:	<ul style="list-style-type: none"> • Willingness to research training opportunities • Good organisational skills • Good interpersonal skills

	<ul style="list-style-type: none"> • IT skills
Expectations:	To adhere to the 'Code of conduct for volunteers' and WEBSF policies, procedures and guidance.
Training and support:	Basic role specific training will be provided through one-to-one discussion.
Expenses:	We will reimburse out of pocket expenses in line with the WEBSF Financial Procedures Manual.
Benefits of volunteering:	Volunteering is not only an opportunity to put something back into the community but can also help you develop new skills for future employment as well as meet different people. You will be able to make a difference to people living within the community. We are happy to provide references for volunteers as appropriate.
Application process:	<ul style="list-style-type: none"> • Application form • Reference checks (x2) • Informal interview