Rochdale Harriers & A.C.
Role Description: Juniors' Development Officer ("JDO")

Any capitalised terms used in this document which are defined in the Club's constitution shall have the same meaning as in the Club's constitution.

Introduction

The primary role of the JDO is to assist the coach(es) in the Club's Junior Section by facilitating communications between the Club's Junior and Senior sections, helping to bring the two closer together. The JDO will be a member of both the WhatsApp Community for Seniors and the WhatsApp group for parents and guardians of Juniors. Membership of both groups enables the JDO to inform both Sections and the Committee of any developments where this would be helpful. Ideally, though not necessarily, the JDO is a competitive member of the Senior Section with one or more children who are active members of the Junior Section.

Responsbilities of the JDO:

- **Communication** – act as conduit for helpful information between the Junior and Senior Sections of the Club. For example, ensuring the Junior Section is informed of XC entry deadlines, changes in race venue, event cancellations, training closures due to bad weather, holidays or illness etc., unusual XC requirements such as separate registrations for individual races or chip timing, and so on. Ensure Junior fixtures are available on the Club's website/social media.
- **Publicity –** Promptly inform the Publicity Managers and Website Manager of achievements by Junior athletes' so that they may be reported in the press, on the Club's website and in social media. In this way, the Junior Athletes and their Coaches will receive recognition for their efforts.
- **Competition** – promote events to the Junior Section with the aim of increasing the number of the Club's Junior athletes who compete in athletics. Events include cross country, Sportshall, Junior relays, Junior fell races and in any new Club competitions such as a Junior Running Championship.
- **Support the Trainers** - support the Athletics Coach(es) and Coaching Assistants by asking whether they have adequate support, training, back-up from the Club and succession plans. Where any needs are identified, inform the Committee for review.
- **Support the Parents** – report any constructive suggestions and concerns raised by parents/guardians to both the Athletics Coach(es) and to the Committee for review.
- **Older Juniors:** where the Junior Section Athletics Coach(es) and parent/guardian of older Juniors (age 12+) agree, check whether there are age-appropriate training sessions available alongside Seniors, run by appropriately qualified and DBS-checked Coaches/Leaders, that the older Juniors can attend (e.g. Tuesday track sessions).
- **Annual Awards Presentation:** Inform parents/guardians of the Club's annual awards Presentation well in advance. Promote and actively encourage attendance by Juniors and their families.
- **Succession:** Arrange an orderly handover of responsibilities to a new JDO when retiring from this position.

This role description was approved by the Committee on Monday, 28th April 2025.