

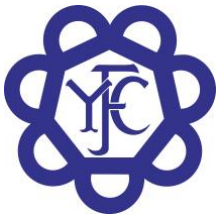
## **As junior club leader...**

You'll be part of a team of volunteers that is voted in by members. Although many volunteer leaders are from within YFC, when a member moves on to become a leader or takes on additional responsibilities in a club or at county level, he or she should be treated in exactly the same way as someone from outside the organisation who is applying for a job or offering to help. To be a junior leader you have to be over 18 years old, pass the recruitment process and be prepared to commit your time regularly to the club.

You will be friendly and approachable, organised, able to listen to, consult and involve members. You'll also be fun and innovative and able to establish positive relationships with young people. Diplomacy and maturity are also essential to your role.

### **Your responsibilities include:**

- Working with other leaders to delegate tasks and organise a rota to cover each meeting.
- Organising and attending regular junior leader team meetings to discuss any club issues, keeping up to date with all aspects of running the club and planning its future direction.
- Regularly attending club evenings and spending five minutes at the end having a debriefing session on how the night went, observations and clarifying arrangements for the next activity.
- Attending other occasional events as needed.
- Developing a balanced and varied club programme by working with members to include their ideas and suggestions.
- Organising and producing the programme of meetings and trips, including booking venues and speakers.
- Ensuring that all legal obligations, such as health and safety, safeguarding and Charity Commission rules are met. This will include completing risk assessments and parental consent forms where necessary.
- Looking after the club's finances, including collecting subscriptions, paying invoices and basic bookkeeping.
- Providing a link with the county officers/staff as well as senior club officers, if this is applicable to your YFC.
- Working with the members to help them develop and acquire new skills through encouraging them to participate in the range of opportunities available to them through YFC.
- As an adult volunteer, you're in a position of trust and therefore need to familiarise yourself with and operate safeguarding procedures.
- Taking up training opportunities that will help you in your role.



## Top tips for your role

Junior leaders have a duty of care to the members. New members join for a host of reasons and want to belong to a fun, safe club. A good club programme attracts members, and having strong links with the senior club will encourage them to stay in YFC. Your role is to develop the younger members, enabling them to take an active role in their club. Here are a few things to try.

### Communication

Close links between the senior and junior club are important, so junior members are ready to move on to the senior club when the time comes.

### Ratios

Try to make sure that there is always an equal mix of male and female junior leaders.

### Parents

Many junior clubs rely on the goodwill of parents. Think of ways to involve parents in supporting club activities.

### Child protection

Be aware of how to safeguard yourself and your YFC. Attend training when offered and keep up to date with the latest information.

### Ground rules

Work with your members to set ground rules at the beginning of the year and then decide how the rules will be enforced.

Version	Date	Author	Comments & status
1.0	29.06.2021	NFYFC	Final document - for publication