**TYNE AND WEAR FIRE AND RESCUE SERVICE**

**SPORTS AND WELFARE CLUB**

**TITLE OF POST**: Sports and Welfare Advisor

**RESPONSIBLE TO:** Management Committee Tyne and Wear Fire and Rescue Service Sports and Welfare Fund

**MAIN PURPOSE OF JOB**:

To supervise and develop the sports and Welfare function as an effective resource and to deliver appropriate advice to members of the Service and their families.

**MAIN DUTIES AND RESPONSIBILITIES**

# 1 GENERAL DUTIES

* 1. To manage, organise and administer the Sports and Welfare function as directed.
	2. To supervise and support staff employed by the Sports and Welfare Function.
	3. To undertake duties including the operation of various software packages, produce necessary reports, reviews and collation of statistical information appertaining to the Sports and Welfare Function.

To proactively, promote the Sports and Welfare Club to all members, raising its profile internally and externally.

To ensure Sports and Welfare activities take full advantage of technological channels where appropriate e.g. Website, Social Media etc.

* 1. To deliver inductions regarding the benefits of the Sports and Welfare Club to new employees of Tyne and Wear Fire and Rescue Service.
	2. To address impending retirees of Tyne and Wear Fire and Rescue Service on the changes to membership of the Sports and Welfare Club at pre-retirement seminars.
	3. To act as a Trustee of the Group Insurance Scheme, be responsible for the tendering and renewal process and transfer the monthly premiums to the brokers of the scheme.
	4. To arrange committee meetings and related Sports and Welfare Club meetings and events as directed including but not limited to the allocation of sports funds and the International Sports Tournament.
	5. To organise a yearly programme of sporting and Welfare l events, arrange transport and make payments to the relevant bodies to ensure members participation.
	6. To administer the monthly Prize Draw and Bi-monthly Car Draw and ensure that the results are notified to the members of these draws.
	7. To handle and manage petty cash appertaining to the Sports and Welfare Fund.
	8. To manage, promote and organise the local Fire Fighters Charity and to be responsible for monies raised completing performance returns and productivity reports as necessary.
	9. To maintain and nurture the link between the Service and the Retired Fire Fighters Association.
	10. To undertake ‘meeting and greeting’ duties to a variety of internal and external clients in a courteous and polite manner.
	11. To be responsible for the timely production and provision of retirement certificates and, where appropriate gifts liaising with relevant parties as necessary.
	12. To collate, develop and publish the quarterly Retired Fire Fighters Newsletter and to be responsible for updating the ‘Old Hands’ section of the corporate website.
	13. To deal with telephone enquiries promptly and accurately and to seek further advice where necessary.
	14. To visit and arrange for any assistance required by both serving and retired members in times of bereavement if requested.
	15. To ensure a corporate response to national and other relevant initiatives including the correct use of appropriate branding.
	16. To undertake specific driving duties as directed
	17. To assist at Official Service Functions as directed
	18. To attend internal / external courses as required.
	19. To maintain the Sports and Welfare functions filling systems to ensure fast and accurate location of all correspondence and maintain compliance with current data protection legislation.
	20. To ensure all Sports and Welfare activities are supportive of Equality and Diversity and inclusive
	21. To ensure all correspondence associated with the function is recorded and distributed as appropriate.
	22. Any other duties, which reasonably fall within the remit of the post.

**2 HEALTH AND SAFETY (GENERAL POLICY)**

2.1 To work to the Service’s Health and Safety policies and procedures.

2.2 To maintain a safe place of work within the establishment and continuance of health and safety practices.

2.3 To ensure investigation of all accidents involving personnel, vehicles, plants and equipment are carried out in accordance with prescribed Service procedures.

1. **EQUALITY (GENERAL POLICY)**

3.1 To abide by the Service Equality policies and procedures.