**Parent Liaison Officer**

**Introduction**

The Parent Liaison Officer is the key link between the club and the parents. They promote clear and effective club communication channels and ensure parents feel supported and have someone to go to should they have any questions or concerns.

**Who we are looking for**

* You will be positive and enthusiastic
* You will be an excellent communicator
* You will be a good listener with excellent interpersonal skills
* You will have a good understanding of the club and its aims and objectives for development of its members
* You will have excellent organisational skills

**What do the club expect from you?**

* To act as a main point of contact for all parents
* To signpost parents to appropriate club people (committee, coaches or volunteers) for any specific enquiries
* To ensure that parents are represented at committee meetings
* To liaise with the committee and coaches should any questions or concerns arise To support parents with competition entries
* You may be required to support the welfare officer and/or coaches when dealing with certain issues raised by/or about a specific member

**Level of commitment required**

This will vary from week to week but could involve ongoing weekly responsibilities and regular attendance at committee meetings and training sessions. The role may be periodical, with more time in particular during the start of the new season, when inducting new parents.

**What will you gain from the experience?**

This is a key and rewarding role central to the clubs activities. As well as your ability to ensure clear and effective club communication channels, it is an opportunity take on a new challenge, working as part of a team to enhance the experience of all club members and their parents.