

RDTTA Development Officer - Role Description



The position of **RDTTA Development Officer** is elected at the RDTTA AGM each year and as an elected Officer of the Association is a member of the RDTTA Management Committee.

This document outlines the responsibilities of the role.

Responsibilities

Historically, the role of the Development Officer has been to investigate the possibilities for providing the Association with its own permanent venue for table tennis. However, it may no longer be regarded as a realistic objective for this role after several attempts to progress this ambitious objective have failed.

So the role of RDTTA Development Officer should be:

- To promote the work of RDTTA in the local community
- To support and encourage Clubs to expand their activities
- To provide Clubs with information from Sport England, Table Tennis England, Get Berkshire Active and other sources to assist them
- To provide the local community access to playing table tennis
- To communicate with local Sports Centres and get them interested in providing table tennis facilities at a reasonable cost
- To seek opportunities to provide RDTTA with a venue for table tennis

To carry out this role requires the holder to be in contact with the Clubs within the Association and to make and foster contact with the organisations details above.

Regular Tasks

The regular activities for whoever is in this role revolve around reporting plans and progress:

- Attend & report to RDTTA Management Committee meetings
- Produce articles for the RDTTA Newsletter
- Attend & report to RDTTA AGM

Support & Documentation

Additional information about previous ambitions & plans and any current local or national contacts can be obtained from the previous holder of this position or other members of the Management Committee.