

COUNTY ASSOCIATION CONSULTANTS

1. PERSON SPECIFICATION

- (a) Several years experience of being involved in the organisation of squash at the grassroots (ie county or local), whether as a CA Committee member, activity organiser such as a League or Event Organiser, ICC Team Manager, Coach etc.
- (b) Good knowledge of the topic for which they act as Consultant, both from experience and awareness of the issues surrounding it and the local, regional and national context in which it has been developed and operates
- (c) Passionate about the game of squash and its promotion

2. JOB DESCRIPTION

- (a) Liaise with the member of ES staff responsible for the activity to gain information about how it was developed and how it is organised
- (b) Prepare and circulate a summary of information about the current situation and plans for the topic, and any issues which affect it, through the County Association Network (CAN) mailing list, and invite all those with an interest in contributing to the discussion on the topic to respond
- (c) Compile an email list of those interested, keep them informed about any developments relating to the topic, and invite their comments and feedback as and when appropriate
- (d) Summarise their comments with any appropriate recommendations and discuss them with the member of staff. Agree appropriate action
- (e) As and when appropriate, publicise progress by means of circulations through CAN, reports to Council and/or ACA meetings, articles in the ES County Associations newsletter, contributions to Squash Player magazine etc. Keep the topic updated on the CAN website
- (f) Keep the relevant Board member up to date, and ask for a report to be made to the Board if it is deemed necessary
- (g) Make appropriate use of social media to ensure that all those in the squash community are aware that the topic is 'live' and that they can contribute if they wish

MC/Sept 17