

## **Role Description: Dojo Leader**



### **Purpose of the Role**

Responsible for teaching Kendo in the club; running training sessions and promoting the development of all members of the club.

Responsible for overall management of the club; organising beginner's courses, ensuring all coaches/volunteers are appropriately qualified, and ensuring compliance with local and national legislation and best practices.

To act as a role-model in your Kendo and your behaviour.

To create a safe, inclusive and welcoming environment for all members of Southampton Kendo Club.

### **Duties and Responsibilities**

- Champion the creation of a safe, inclusive and welcoming environment for all members of Southampton Kendo Club.
- Ensure members are kept safe from any harassment, bullying or discrimination. Challenge and address instances of poor, negative, aggressive or bullying behaviour.
- Responsible for managing the club's website and social media presence.
- Ensure the club conforms to any data protection legislation.
- Run training sessions as required, planning the session before-hand and ensuring any training is appropriate for the level and fitness of the members attending.
- Teach kendo to other members. Use constructive and positive methods of developing member's skills, without humiliating or harming them.
- Demonstrate your best Kendo. Lead by example when it comes to good sportsmanship, positive behaviour and commitment to the sport.
- Continue to develop and improve your own Kendo.
- Encourage member's attendance at BKA events and competitions.
- Help to organise teams for competitions.
- Assist the Designated Safeguarding Lead in implementing Southampton Kendo Club's safeguarding and child protection policies and procedures: ensuring all safeguarding and child protection issues concerning children and young people and members who take part in Southampton Kendo Club's activities are responded to appropriately.

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- Be familiar with issues relating to child protection and abuse, and keep up to date with new developments in this area.
- Ensure all coaches have appropriate training and qualifications.
- Handle concerns, complaints and incidents within the club, and between members of the club and other clubs or the BKA itself.
- Record and document any concerns, complaints or incidents which occur, and communicate with the Designated Safeguarding Lead as required.
- Respond to any incidents requiring first-aid.
- Attend team meetings as arranged.
- Work flexibly as may be required and carry out any other reasonable duties.

### **Training/Qualifications (to be provided as required)**

- Safeguarding and child protection training
- Online community management training
- Safer recruitment training
- Equality and diversity training
- Inclusive coaching training
- Appropriate First-Aid training
- BKA Level 1 Coaching qualification or higher

### **Other**

Appointment to this role is subject to satisfactory vetting and barring checks.