

ROLES AND RESPONSIBILITIES

Introduction

Giving the right role to the right team member will be vital to the success of your project.

Once you've decided what your project is, you'll need to work out what roles are needed to make it happen. There are some job descriptions below to help you; you'll probably want to add some of your own too, depending on what you're doing and who you have available.

Think carefully about the skills each role requires and then decide who best fits each role. The 'Getting the most from your team' worksheet can help with this.

Use this table below to keep note of everyone's contact details: (Remember never to share people's personal contact details with too many other people, and never share them with someone you don't trust).

	Name	Phone number	Email address
Team Co-ordinator			
Project Lead			
Finance Manager			
Marketing/Communication Manager			
Health and Safety Manager			
Resources Manager			
Secretary			
Participant Liaison			

PROJECT LEAD

- Arrange and run team meetings.
- Make sure everyone is listened to.
- Make final decisions.
- Try to keep everyone happy throughout.

FINANCE MANAGER

- Create a budget.
- Take the lead on finding the money needed.
- Keep an overview of the budget throughout.

MARKETING/COMMUNICATION MANAGER

- Decide who would be interested in the project and how best to communicate with them.
- Use social media to publicise your event.
- Create posters for your event.
- Liaise with local press and radio to get coverage.
- Use other community channels to publicise your event.

HEALTH AND SAFETY MANAGER

- Check that health and safety paperwork is completed.
- Create or check risk assessments.
- Make sure that all relevant bodies know about your event.
- Check and keep the first aid kit, and ensure there is a First Aider at the event.

RESOURCES MANAGER

- Find/buy all resources, including equipment and refreshments.
- Check that all resources are suitable.
- Return/dispose of all resources.

SECRETARY

- Take notes at planning meetings, send key action points to everyone in the team.
- Be aware of the schedule, let everyone know if key milestones are coming up.
- Keep up-to-date contact details for team members, venue managers, press, etc.

PARTICIPANT LIAISON

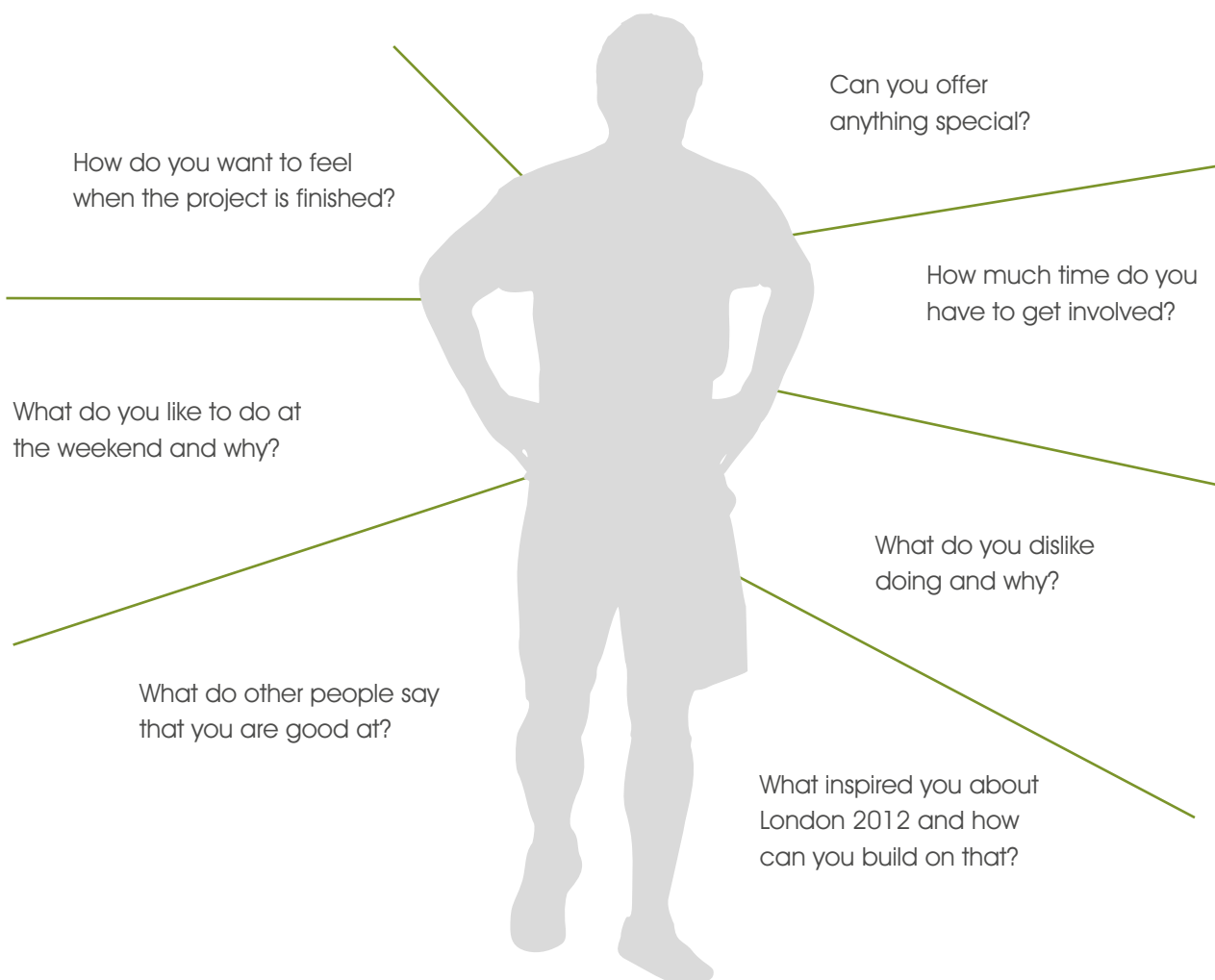
- Make sure that everyone attending the project/event knows key details: who, what, where, when.
- Act as main point of contact if participants need anything.

SKILLS & MOTIVATION

Team Roles

To get a team to work well together, it helps to identify everyone's key skills and motivations first. Then it's easier to match people to the tasks that need doing. You'll need to think about what you can offer your team, as well as what they can offer you. Sometimes it's really hard to think about what inspires and motivates you.

Use the questions below to spark thoughts or with the rest of the team to start a discussion:



Take a note of your results here and see if you can think of a job or a project idea that would link with each skill of motivation. You could do this in pairs, or even discuss in a group. Remember to look back at your motivations from time to time too – especially if things aren't going to plan.

Skill/Motivation	Project ideas/roles
Loves playing football	Organise a community football match with underprivileged children
Very sociable, good at talking to people	Advertising the project, get the media involved
Organised	Help keep things running smoothly