

## WSRA Training Officer Roles & Responsibilities

Description	Frequency
Identify training and development needs for all WSRA members.	Annual Plan and when appropriate.
Plan, organise and oversee appropriate training for WSRA members.	As Required.
Source and communicate relevant training and development opportunities.	As Appropriate.
Provide regular updates on all training and development activity undertaken within the WSRA.	At each Executive Meeting and AGM.
Design and assess relevant training programmes/solutions.	As Required.
Monitor the progress made and act upon feedback received from organised training and development solutions.	After each organised activity.
To act as a WSRA Representative at League & other appropriate Events.	As Required.
To have current knowledge of funding opportunities to assist with training and development for WSRA members.	Continuously.
Facilitate and encourage the sharing of knowledge & best practice throughout the WSRA.	As Appropriate.
To assist and advise Clubs on all training & development matters.	As Required.