



TERMS OF REFERENCE

Training Officer

General responsibilities

The Training Officer is primarily responsible for providing opportunities for members to become leaders or drivers for the club. This will typically consist of organising a First Aid Course and a Mountain Skills Course each year, and booking eligible members for assessment to drive minibuses through the University's Transport Scheme. The Training Officer is also responsible (jointly with the Trip and Safety Officer) on advising club and committee members on related matters.

The Training Officer should:

- Organise a 16-hour REC2 First Aid Course (typically once a year)
 - The course should be a certified First Aid Course that meets the requirements for level 2+ leaders, as specified in Appendix A.4 for the TLSD.
 - Book a course with a qualified instructor and arrange a location for the course to take place.
 - Members completing this course will be eligible to become a level 1 leader of the club, and will be able to progress through the club's leader scheme with suitable Mountain Leader training.
- Organise a 2-day Mountain Skills Course (typically once a year)
 - The course should be run in accordance with Mountain Training's Mountain Skills Scheme.
 - In particular, this is **not** the Mountain Leader scheme, which requires significant prior experience to be eligible.
 - The course will have to take place in a mountainous region, and hence will need to be organised as a minibus trip.
 - The TrO is expected to book the course and organise most of the trip, but is not required to attend. In this case they may arrange to co-organise the trip with a participant.

- Advertise and book minibus assessments for eligible and interested members of the club.
- Jointly with the Trip & Safety officer, advise the committee on how often to run training courses, and the necessary subsidy to run these courses.
- Advise club members on different options towards becoming Trip Leaders and Drivers. In particular, the Training Officer should be aware of the club's leader scheme, and should make sure the relevant information on the OUWC website is up to date.

Suggested Timeline

Typically the First Aid Course is run half-way during Hilary Term, and the Mountain Skills Course takes place at the end of Hilary. The below timeline is suggested under this assumption.

After TGM:

- Find out the contact details for the instructors for the respective training courses that were used last time, and arrangements + any further details if possible.
- Find out the process of finding out minibus assessment booking dates and how to book people on for assessment.

Anytime during term:

- Keep an eye out on weekly mailouts for the Sports Federation for minibus booking spots, and advertise available slots to members.
- Upon request, book members on for minibus driving assessment.

After end of MT:

- Start organising the First Aid and Mountain Skills courses. Contact instructors for availability, and discuss with the committee for what dates would be appropriate.

Before or during of 0th week of HT:

- Finalise a date for the first aid course (if happening during HT) and the venue to ensure it can be released with the other trips.
- Advance the planning of the Mountain Skills course; earlier is better.

By the middle of HT

- Finalise the organisation of the Mountain Skills course, and release the trip for members to book.

Note: Please refer to the non-website version of the ToR for specifics of the above.

Chris Irving, Training Officer HT20