

Vice Club Captain Role Profile

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Role Description

As Vice Club Captain your role is to support the Club Captain of your sports club to ensure the success and development of the group. If the Club Captain is unavailable, you'll also be expected to step up and replace them in meetings, training, or decision making as required. As Vice Club Captain you'll play a key role in keeping the club active, safe and welcoming. You'll support delivery behind the scenes while helping lead members and activities throughout the year. Overall, you are vital to the day to day running and future development of the club.

Responsibilities

1. You'll take responsibility for ensuring that any equipment, training materials, and kit is safely and securely stored and is maintained in an appropriate manner. You'll also have to collect it all back in at the end of the year
2. As Vice Club Captain you'll ensure any coaches or instructors that support the club are suitably qualified and registered with JMSU
3. You'll support and champion safeguarding and data protection for your members, referring any concerns into the relevant committee member, JMSU or LJMU as appropriate
4. As Vice Club Captain you'll organise and support 'I'm Interested' taster sessions to welcome new members throughout the year, with a focus on the two weeks after freshers' fair and the time around refreshers' fair

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Responsibilities (continued)

5. You'll ensure all first aid kits are full and any accidents are reported to JMSU through the appropriate Incident Report Form
6. Support the Club Captain to coordinate the committee, ensuring members are fulfilling their roles effectively. You'll also stand in for the Club Captain if they are unavailable
7. You'll support the Social Secretary to ensure all social activities are run in accordance with JMSU and LJMU policies, procedures and expectations.
8. You'll need to be familiar with the constitution of your sport, your code of conduct and committee procedures as well as the constitution, byelaws and regulations of JMSU and you'll be responsible for ensuring your sport club complies with these



Qualities & Skills

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Essential Qualities

What you'll bring with you: the foundations for success in the role

- Dependable and proactive - someone the team and Club Captain can rely on to keep things running
- Supportive leader – you'll help maintain a positive, inclusive and welcoming club culture
- Organised and detail-focused – you'll coordinate equipment, safety processes and operational tasks
- Clear communicator – you'll work well with committee members, coaches and new participants
- Calm under pressure – you'll be able to step in confidently when plans change or extra support is needed
- Team-oriented mindset – you're someone who collaborates well and helps others succeed in their roles
- Safety-conscious and responsible – you're passionate about promoting wellbeing and good practice across club activity
- Positive representative of the club, JMSU and the wider university sport community

Skills You'll Develop in the Role

What you'll grow and strengthen through the experience

- Leading sessions, events and club activity including tasters, recruitment and welcome opportunities
- Overseeing health & safety processes, safeguarding awareness and risk-conscious planning
- Coordinating equipment, kit and coaches/instructors across a busy season
- Supporting and stepping into leadership roles during training, fixtures and decision-making
- Working closely with the Club Captain to plan and deliver large-scale club activity such as Freshers' Fair and "I'm Interested" sessions
- Building confidence in problem-solving and responding to unexpected situations
- Strengthening teamwork and collaboration across committee roles
- Developing organisational, communication and leadership skills through hands-on experience
- Supporting sustainable club growth through recruitment, retention and positive member experience



For more information contact us at JMSUSport@ljmu.ac.uk

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