

Torbay Rambling Club Committee

Post: Walks Coordinator

Role

The Walks Coordinators' role is to create a programme of walks for the appropriate day of the week, currently Wednesdays, Saturdays and Sundays. They provide appropriate guidance and advice to enable members to lead walks and should ensure that walks are led safely.

Tasks:

- Create a suitable four monthly walks programme for the appropriate day of the week.
- Liaise with Walk Leaders and obtain full details of a proposed walk to ensure members' safety.
- Add the new walks to the Torbay Rambling Club online walks programme using the Club's template.
- Liaise with the other Walks Coordinators to agree a date for publication of the full programme.
- Make amendments to the online programme as required e.g. change of walk due to changes in circumstances.
- Offer help and advice to Walk Leaders to ensure safe walks.
- Ensure that the Walk Grade Descriptions are correct and being used appropriately by Walk Leaders.
- In liaison with the Safety Officer, review the Risk Assessment form.
- Make sure that Walk Leaders are using the Risk Assessment form and giving the safety briefing at the beginning of a walk.
- Keep Risk Assessment forms as required (these may be retained by individual Walk Leaders).
- Produce a report for the Safety Officer in the event of an incident requiring medical intervention.
- Liaise with the Committee over any concerns.
- Ensure a smooth transition from one role holder to the next.