

Job Description

Job title: SWIM21 Coordinator

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1. To organise and oversee the audit and action planning stages of the Swim 21 process within the club.
2. To liaise with the Regional Development Officers, Local Authority Sports, Chief Coach, Swimming Development Officer and Executive Committee Members.
3. To keep the club updated on their progress through the Swim 21 process, what it means and what actions are required.
4. To ensure that Club Members are informed of Swim 21 courses and seminars.
5. To liaise with the Treasurer and Management Committee with regard to funding the implementation of the Clubs Swim 21 Action Plan.
6. To follow and promote the ASA Child Protection policy

Requirements:

Well organised and able to delegate. Good admin skills, enthusiastic and approachable. Confident and effective communicator.

Reporting to:

The Swindon Dolphin Executive Committee.

Appointed by:

Nominated by the Swindon Dolphin Membership at the clubs AGM as per the Swindon Dolphin Constitution.