



Sevenoaks Swimming Club

Founded 1915

Affiliated to: ASA South East Region, Kent County ASA, RLSS

Job Description: Education Officer

- Responsible to:** The Sevenoaks Swimming Club Committee
- Main Purpose:** To identify and develop training and education opportunities for all volunteers, teachers and coaches
- Skills Required:**
 - knowledge of appropriate training schemes
 - knowledge of funding opportunities
 - administration and organisational
- Time Commitment:** Usually 2 hours per month unless courses need organising in which case this will rise accordingly

Key Tasks:

1. Liaise with the Volunteer Co-ordinator and Coaches to seek and identify appropriate volunteers and new recruits
2. Identify training needs of teachers, coaches and other helpers
3. Seek out and identify appropriate courses
4. Identify funding where applicable
5. Select courses for the appropriate candidates
6. Monitor results and progress and report to Committee meetings
7. Promote Swim 21 accreditation
8. Ensure the Health and Safety of members at all times
9. Adhere to and promote the Amateur Swimming Association's Child Protection Policy
10. Adhere to and promote the Club's rules, regulations and other policy statements
11. Undertake any other tasks appropriate to this level of responsibility

Signatures: Education Officer: Date:

Chairman: Date: