



Sevenoaks Swimming Club

Founded 1915

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

Job Description: Development Officer

- Responsible to:** The Sevenoaks Swimming Club Committee
- Main Purpose:** To identify, develop and implement the Club's development planning
- Skills Required:**
 - well organised
 - effective communication
 - delegation/utilisation of others' skills
 - administration
- Time Commitment:** 2 hours per week

Key Tasks:

1. Identify the aims, requirements and objectives of the Club
2. Develop Action Plans for Committee approval
3. Implement the Action Plan and monitor progress
4. Identify, with the coaches, Treasurer and others, the resources (including personnel, finance and facilities) required to meet the Action Plan
5. Promote Swim 21 accreditation
6. Ensure the Health and Safety of members at all times
7. Adhere to and promote the Amateur Swimming Association's Child Protection Policy
8. Adhere to and promote the Club's rules, regulations and other policy statements
9. Undertake any other tasks appropriate to this level of responsibility

Signatures: Development Officer: Date:

Chairman: Date: