

Sevenoaks Swimming Club

Founded 1915

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

Job Description: Programme Coordinator

- Responsible to:** The Sevenoaks Swimming Club Committee
- Main Purpose:** Responsible for ensuring that short- and long-term training plans for all levels, ages and disciplines (including Water Polo and Masters) meet Club, group and individual needs, and relevant rules, regulations and policies
- Skills Required:**
- well organised
 - good communication skills
 - a team player
 - an in-depth understanding of the swimming coaching process, Swim 21, ASA processes and procedures, and Club organisation, rules, regulations and policies
- Time Commitment:** Attendance at termly coach meetings (2 hours), meeting with individual or small groups of coaches as necessary. Annual assessment of coaching plans (6-8 hours), additional coordination responsibilities approximately 2 hours per month.
- Key Tasks:**
1. To liaise with the Club's Lead Coaches by attending the termly coach meetings and additional meeting as required.
 2. In discussion with Lead Coaches identify the training year and ensure that Lead Coaches produce appropriate annual coaching plans.
 3. Ensure that training plans support the training needs and requirements, and that they are consistent with those of other Lead Coaches.
 4. Where necessary identify conflicts and, either on a group or individual basis, agree appropriate amendments with the relevant Lead Coach(es).
 5. Submit the Club's annual coaching plan to the Committee for approval and posting on the Club's website.
 6. Monitor the progress of the coaching plans throughout the year, identify where they are not meeting either the annual plan, other regulations or unforeseen additional requirements and, either on a group or individual basis, agree appropriate amendments with the relevant Lead Coach(es).
 7. Report any changes to the Committee.
 8. Promote Swim 21 accreditation
 9. Ensure the Health and Safety of members at all times
 10. Adhere to and promote the Amateur Swimming Association's Child Protection Policy
 11. Adhere to and promote the Club's rules, regulations and other policy statements
 12. Undertake any other tasks appropriate to this level of responsibility

Person Specification:

Qualification and knowledge	Essential	Desirable
Hold an ASA Level 3 coaching qualification or similar, or hold an ASA Level 2 and be actively working towards a Level 3 qualification	✓	
Hold a current RLSS or NARS Pool Lifeguard Qualification, RLSS national Rescue Award or similar	✓	
Hold current membership of the Institute of Swimming Coaches and Teachers or similar	✓	
Have knowledge of Long term Athlete Development and performance planning for sport	✓	
Have attended a SportscoachUK approved Child Protection workshop	✓	
Have up-to-date knowledge of the Amateur Swimming Association's Child Protection Policy and Code of Ethics	✓	

Experience	Essential	Desirable
A minimum of two years' recent relevant experience of delivering training schedules in a club training environment as part of a coaching team at a similar level		✓
Experience in planning and conducting training needs analysis processes	✓	
Experience that demonstrates a record of personal achievement and motivation for continuous professional development	✓	
Experience of building and managing relationships in a similar environment	✓	
Experience of managing and delivering high quality services that focus upon the needs of individuals as well as group needs	✓	
Experience of writing reports to interested parties		✓

Skills	Essential	Desirable
Excellent coaching and associated organisational skills	✓	
Excellent communication skills, interpersonal and negotiating skills developed through working in a similar environment	✓	
The ability to produce development plans and reports	✓	
The ability to motivate swimmers, the coaching team and other parties	✓	
The ability to act as a mentor to swimmers and members of the coaching team	✓	
The ability to manage short- and long-term planning	✓	
The ability to coordinate a coaching team and to function as a team member	✓	
The ability to consistently display high personal standards and project a favourable image of the sport and of coaching – to performers, coaches, officials, spectators, the media and the general public, and to project an image of functional efficiency	✓	
Physically capable of carrying out the duties of the role		✓

Signatures: Programme Coordinator: Date:
 Chairman: Date: