



Sevenoaks Swimming Club

Founded 1915

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

Job Description: Swim21 Coordinator

- Job Title:** Swim21 Coordinator
- Responsible to:** The Sevenoaks Swimming Club Committee
- Main Purpose:** Act as a point of contact for matters pertaining to Swim21. In consultation with the committee, identify a project-planning strategies for the maintenance of Swim 21 accreditation. Arrange submission of documentation by the due date. Continue to audit the Club's processes to ensure that Swim 21 standards are maintained, and effect any changes as required.
- Skills Required:**
- well organised
 - good communication skills
 - a team player
 - an understanding of Swim 21, ASA processes and procedures, and Club organisation
- Time Commitment:** 2-4 hours per month, increasing a little at revalidation periods, and attendance at committee meetings

Key Tasks:

1. Liaise with the appropriate Regional Development Officer, Local Authority Sports Development Officer, Swim 21 Club Committee and Club members as necessary.
2. In consultation with the committee update the annual development plan and submit for revalidation by the due date
3. Prepare regular reports on development plan progress for Committee meetings and flag up items for action.
4. Keep Club members updated on the Swim 21 process via the newsletter.
5. Keep Club members informed of relevant courses and seminars via the newsletter, notice board and/or email system.
6. Ensure the Health and Safety of members at all times
7. Adhere to and promote the asa'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: Swim 21 Coordinator: Date:.....

Chairman: Date:.....