



# Sevenoaks Swimming Club

Founded 1915

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

## Job Description: Fund Raising Officer

- Responsible to:** The Sevenoaks Swimming Club Committee
- Main Purpose:** To identify, develop and implement sources of funding outside of the subscription process
- Skills Required:**
  - well organised
  - effective communication
  - delegation/utilisation of others' skills
  - administration
- Time Commitment:** 2-4 hours per month

### Key Tasks:

1. *In discussion with the Development Officer and Committee Identify any aims, requirements and objectives of the Club that might require additional funding*
2. Identify potential sources of funding
3. Present recommendations to the Committee
4. Implement the fund-raising process either alone or as part of a sub-committee
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: Fund Raising Officer: ..... Date: .....

Chairman: ..... Date: .....