



Sevenoaks Swimming Club

Founded 1915

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

Job Description: Workforce Coordinator

- Responsible to:** The Sevenoaks Swimming Club Committee
- Main Purpose:** To act as the main contact for volunteers within the club as well as potential volunteers, identifying recruitment need and instigating the processes that will fill those needs. To be able to identify need for training of volunteers as required. To ensure that all volunteers are aware of the Rules, procedures and processes within the Club
- Skills Required:**
- approachable and a good listener
 - confident and effective communicator
 - tactful and discreet
 - well-organised and able to delegate
 - enthusiastic and a good motivator
- Time Commitment:** Approximately 1-2 hours per week
- Key Tasks:**
1. Ensure that all jobs have a job description
 2. Act as the main contact for all volunteers
 3. Develop a relationship with club volunteers and potential volunteers eg: know them both by sight and name
 4. Supervise and oversee all volunteers
 5. Liaise with the Committee to identify volunteer requirements
 6. Liaise with the Committee to ensure that all tasks required to run the club efficiently are carried out.
 7. Identify training needs and training providers.
 8. Identify volunteer recruitment processes eg: membership of Sport England VIP
 9. Coordinate the implementation of the volunteer recruitment plan
 10. Ensure that the Welfare Officer is forwarded details of all volunteers to enable Criminal Records Bureau paperwork to be administered
 11. Liaise with the Welfare Officer to ensure that each volunteer is aware of ASA Child Protection Policy and Procedures
 12. Ensure that volunteers are included on communication and social lists
 13. Promote Swim 21 accreditation
 14. Ensure the Health and Safety of members at all times
 15. Adhere to and promote the Amateur Swimming Association's Child Protection Policy
 16. Adhere to and promote the Club's rules, regulations and other policy statements
 17. Undertake any other tasks appropriate to this level of responsibility

Signatures: Volunteer Coordinator: Date:

Chairman: Date: