



JOB DESCRIPTION – SWIMMING CO-ORDINATOR

JOB DESCRIPTION

This is an ideal role for an individual who is motivated by managing a team of staff, is sports development focussed and has a keen interest in learn to swim programmes and swimming in general. Whether for the development of your career or the belief in a worthwhile role, the satisfaction, pride and personal responsibility you gain from such a key role will be important to you. A key role, a key challenge, a personal experience.

Primary objectives for the Swimming Coordinator will be:

- Coordination of swimming programme.
- To ensure the swimming programme is operated in accordance with the National Teaching Plan.
- Ensure the SWISH brand is fully implemented.
- Ensuring that high levels of customer service are adopted at all times.
- Complete statistical information for the budgets and performance analysis on a monthly basis.
- Forge positive working relationships with the local Swimming Clubs, Regional ASA and the Council's Sports Development Team to the benefit of the Learn to Swim Programme and swimming in general.
- To maintain a high level of knowledge within the swimming industry and keep abreast of changes within the industry through the reading of literature and attendance of Continuous Professional Development seminars.
- To ensure the booking system is updated each term and all associated work that relates to enrolment and payments.
- Chair regular teacher meetings to ensure dissemination of information.
- Ensure a Customer Newsletter is produced every term to ensure parents are kept informed on latest developments, procedures and offers etc.
- Organise a minimum of '2' ASA Level 1/STA Award and a minimum of '1' ASA Level 2 Teacher/STA Certificate course a year.

The Swimming Coordinator will focus day to day on the following tasks:

- Coordinate and liaise with Deputy General Manager about possible changes/improvements to the programmes.
- Coordinate and liaise with Swimming Instructors regarding timetable amendments.
- Keep abreast of attendance figures, change to public demand and maximise profit.
- Ensure all paperwork and processes are followed correctly across the contract.

- Ensure information required is input on to the membership system correctly.
- To ensure non paying direct debits and cash/card customers are chased and monies recovered across the contract.
- To ensure exit surveys are being completed.
- Liaise with the Swimming Clubs on talent identification and possible exit routes from learn to swim to club swimming.
- To undertake any other duties as reasonably required by your Line Manager and other Senior Management.

THE CANDIDATE

Qualifications and skills

- The candidate must demonstrate extensive knowledge of learn to swim programmes and the ASA National Teaching Plan. Abilities in teaching and managing a team of staff is also essential.
- The candidate must be a fully qualified Level 2 Swimming Teacher.
- Ideally an NPLQ/Pool Safety and First Aid at Work certificate

Personal

Among the personal characteristics sought the applicant:

- Must be an excellent communicator with the ability to effectively communicate with people at all levels.
- It is essential that the applicant is self motivated and focused on achieving target driven objectives.
- Have a friendly and approachable manner to ensure positive relationships are formed with key partners and stakeholders.

DBS

The position of Swimming Coordinator may be classed as a regulated post and therefore may require a DBS Disclosure. Where the individual does not already hold a DBS check, it may be necessary for the post holder to be submitted for a DBS check.

This job description sets out the main duties of the post at the date when it was completed. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed and other duties may be included as part of the role.

CONDITIONS OF EMPLOYMENT

Title	Swimming Coordinator
Reporting to	Deputy General Manager
Annual Leave	28 days' paid annual leave per year
Pension	NEST Auto Enrolment after 3 months service
Notice Period	3 Month's