

Job Description

Job title: Chairperson

Job description:

1. To chair and control the meetings of the Executive Committee.
2. To oversee, where appropriate, the coordination of all club activities.
3. In conjunction with the Secretary and Treasurer present the annual accounts and reports at the AGM.
4. Liaise with club officers to ensure that statutory documents and other club policies are adhered to.
5. Keep up to date on ASA laws, regional rules and club constitution.
6. Represent the Club at official functions as required and previously agreed up on.
7. Represent the club at external meetings as and when required.
8. Liaise with the Secretary to ensure continuity of duties when the Chairperson is away.
9. Responsible for the management of the Head Coach in accordance with the Head Coach Contract of employment.
10. Liaise with the Secretary, Welfare Officer and Treasurer on regular basis.
11. Follow the ASA Code of Ethics Conduct of Meetings guidance.
12. May be called upon to be part of a Disciplinary discussion as per the Clubs Disciplinary Procedure.
13. To follow and promote the ASA Child Protection Policy.

Requirements:

The ideal applicant will have good organisational and communication skills. Be available and approachable by the club's membership. Knowledge and Understanding of Aquatics.

Reporting to:

The Executive Committee.

Appointed by:

Nominated by the City of Leicester Swimming Club membership at the clubs AGM as per the City of Leicester Swimming Club Constitution.

Job Description

Job title: Club Secretary

Job description:

- 1) Responsible for the day-to-day running of the club ie club insurances, club asset log etc. Working with the Chairperson, Welfare Officer and Treasurer to address any day-to-day issues that cannot wait until an Executive Committee meeting.
- 2) Deal with club correspondence from external companies, authorities and County / Regional and/or National ASA.
- 3) Oversee and work with the Head Coach to ensure all Membership details are recorded correctly.
- 4) Organise meetings such as the Executive Committee and sub Committee meetings.
- 5) Ensure compliance to any licensing requirements. (e.g. for prize draw raffles)
- 6) For Executive Committee meetings the Club Secretary should prepare an agenda and send a copy together with any accompanying documents to each member of the Executive Committee.
- 7) At the meeting the Club Secretary should take notes and subsequently prepare and circulate minutes to the Executive Committee in a timely manner.
- 8) Responsible for advertising / giving notice of the Clubs AGM and circulating all relevant documentation in accordance with the club constitution.
- 9) Maintain and ensure all membership activities meet Data Protection requirements plus ASA Code of Ethics.
- 10) Lead the clubs Feedback Procedure and ensure feedback is treated in a confidential and unbiased way. Call up on others within the club to assist depending on the nature of the feedback / enquiry.

Requirements:

The ideal applicant will have good organisational skills, knowledge of computer systems. A pleasant, friendly manner and the ability to treat membership issues in strictest confidence are essential.

Reporting to:

The Executive Committee.

Appointed by:

Nominated by the City of Leicester Swimming Club membership at the clubs AGM as per the City of Leicester Swimming Club Constitution.

Job Description

Job title: Welfare Officer

Job description:

1. Sit on the club's Executive committee.
2. To maintain, administer and manage the completion of the CRB check forms.
3. To be aware of the child protection policies and procedures of the ASA and to receive all updating information of a CP nature from the ASA and ensure any recommendations made are integrated into club policy.
4. To ensure that the ASA Child Protection Policy and Procedure are followed by the club and that Child Protection is a standing item on the committee agenda.
5. To be the first point of contact for staff, volunteers, parents and children/young people where concerns about children's welfare, poor practice or child abuse are identified.
6. Ensure that all possible Child Protection concerns of an urgent nature are referred to the appropriate agency immediately and all concerns (urgent or non urgent) are notified to the ASA Legal Affairs Department within 3 days.
7. To raise awareness of good child protection practice with the club officials, coaches and teachers, members and parents of members.
8. To attend at least one Child Protection workshop held by the County Welfare Officer each year.
9. To follow and promote the ASA Child Protection & Code of Ethics policy.
10. Promote anti-discriminatory practice.
11. To follow and promote the ASA Child Protection Policy.

Requirements:

The ideal applicant should have the following skills: basic administration, basic advice and support provision, Child focused approach, communication, maintain records, ability to provide information about local resources and the ability to promote organisation's policy, procedures and resources.

Reporting to:

The Executive Committee.

Appointed by:

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Job Description

Job title: Team Manager

Job description:

1. The primary role of the Team Manager is to ensure that swimmers are ready and prepared for their events at galas. A girls' and boys' Team Manager will be poolside at competitions. The role is sex specific (where possible) with the Girls' Team Manager (female) and the Boys' Team Manager (male). The candidate will be self-motivated and engender good team spirit amongst the swimmers.
2. The Team Manager will issue 'cards' to swimmers (where applicable) and ensure that swimmers report to the correct Lane End. Swimmers must seek the permission of the Team Manager to leave the poolside.
3. Other duties include ensuring that swimmers wear the correct club clothing, keep warm – including footwear, eat at the correct intervals, and maintain behaviour/discipline amongst swimmers. In addition, Team Managers are responsible for ensuring that Team Captains, medal winners (individual or team) receive their awards from the medal podium.
4. A Team Manager will be called to make the lane draw before the start of each competition. Other responsibilities include handing in signed team sheets and collecting result sheets at the end of each competition and handing to Coach.
5. The Team Manager(s) will ensure that all swimmers are accounted for before departing for away fixtures and on the return journey. Swimmers who require collecting/dropping off at points other than the designated departure point MUST notify the Team Manager(s) in advance so that they can oversee this procedure.
6. To follow and promote the ASA Child Protection Policy.

Requirements:

The ideal applicant will have good organisational & communication skills, pleasant, friendly manner. It is also a mandatory requirement that the Team Manager is CRB checked & registered with the ASA plus attend a UK and/or Offshore Team Managers course as appropriate.

Reporting to:

The Head Coach

Appointed by:

The Head Coach

Job Description

Job title: SWIM21 Coordinator

Job description:

1. To organise and oversee the audit and action planning stages of the Swim 21 process within the club.
2. To liaise with the Regional Development Officers, Local Authority Sports, Head Coach, Swimming Development Officer and Executive Committee Members.
3. To keep the club updated on their progress through the Swim 21 process, what it means and what actions are required.
4. To ensure that Club Members are informed of Swim 21 courses and seminars.
5. To liaise with the Treasurer and Management Committee with regard to funding the implementation of the Clubs Swim 21 Action Plan.
6. To follow and promote the ASA Child Protection policy

Requirements:

Well organised and able to delegate. Good admin skills, enthusiastic and approachable. Confident and effective communicator.

Reporting to:

The Executive Committee.

Appointed by:

Nominated by the City of Leicester Swimming Club membership at the clubs AGM as per the City of Leicester Swimming Club Constitution.

Job Description

Job title: Head Coach

Job description:

1. To set direction and performance targets for the Club, specifically relating to the Annual Plan and Swim21 Action Plan.
2. Provide a committed and professional approach towards coaching, supporting all swimmers to reach their full potential.
3. To construct a scientifically based annual training and competition programme based around the principles of LTAD. Prepare training session plans for all squads and allocate water time to the squads accordingly.
4. Coach the training sessions of the Youth Elite Squad and Youth Performance Squad. Work and support the Coach of the Age Elite and Potential Squad and the Coaches of the County Development Squads.
5. Ensure that the appropriate level of coaching is available for all training sessions including land training. Some of this responsibility may be delegated to other coaches where appropriate.
6. Provide a swimmer/parent education programme focussing on a variety of swimming related topics and lifestyles issues.
7. Attend all appropriate competitions and training camps. Delegate to appropriately qualified coaches and team managers where necessary. Liaise with other Clubs' on combined teams and training.
8. Monitor swimmers' progress and co-ordinate swimmer movements between squads in conjunction with the other squad coaches, and relay information to relevant Committee members in a timely manner.
9. Perform a management role and organise regular meetings for all coaching staff. In conjunction with the other Coaches, set performance targets relating to Age Group and County Development Squads as well as other areas of Club development.
10. Interact and consult with the Executive Committee, and attend Bi-monthly Executive Committee meetings.
11. Attend to other such general duties associated with the post of Head Coach.
12. Follow Health & Safety Procedures and the ASA Child Protection Policy. Be aware and understand the facility Emergency Action Plan (EAP) and Normal Operating Procedures (NOP).

This Job Description sets out the main aspects of the job but it should not be taken as a complete description of the job in its entirety.

Requirements:

Skills and Qualities needed:

Minimum ASA Coach (or equivalent)

Self Motivated

High levels of technical knowledge

Excellent communication skills

Punctuality

Reliability

Time management skills

Management skills

Ability to motivate others

Reporting to:

Direct Line Manager – Leicester City Council Director of Sport
Reporting to – City of Leicester Swimming Club Executive Committee

Appointed by:

City of Leicester Swimming Club Executive Committee

Job Description

Job title: Treasurer

Job description:

1. Maintain clear and accurate records.
2. Maintain and monitor the clubs bank accounts.
3. Responsible for payments to external agencies in relation to club activities.
4. Make regular reports at Executive Committee meetings of the Club as to both the current financial position and future financial forecasts of the Club.
5. Make recommendations to the committee concerning the Club's financial position.
6. Prepare and present an annual budget plus arrange for the annual accounts of the Club to be examined by an independent examining accountant in accordance with the Clubs constitution.
7. Liaise with the Trophy Secretary concerning valuation, insurance and damage to club trophies.
8. Liaise with the Secretary to ensure ASA Registrations are paid.
9. Liaise with the Secretary to ensure all competition fee's are paid (ie bus hire, league fees, pool bookings)
10. Liaise with various Sub Teams (ie Social / Fundraising) to ensure funding & spending is controlled and does not exceed the teams remit.
11. Be a signatory of the Club's bank account.
12. To follow and promote the ASA Child Protection Policy.

Requirements:

The ideal applicant will have good organisational, communication and administration skills. Ideally qualified or have extensive experience in accountancy / book keeping.
The ideal applicant will fully understand and respect the confidentiality of the information they will have access to and be accountable of.

Reporting to:

The Executive Committee.

Appointed by:

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Job Description

Job title: Schools Coordinator

Job description:

1. To play a vital role in working with local education establishments and organisations
2. Source, establish and develop sustainable links with local schools
3. Manage and promote club links with identified schools
4. Liaise with Development Officer, Club Coach and Head teacher to organise taster/come and try sessions
5. Invite pupils to attend specific taster/come and try sessions
6. Communicate delivery of taster sessions to schools
7. Liaise with local Schools, Sports/Swimming Development Officer, Schools Sports Coordinators & Active Sports Swimming Development Officer (where applicable)
8. Attend local Swimming Festivals
9. Distribute information as required to Schools

Requirements:

1. Well organised and efficient
2. Sound knowledge of the club
3. Enthusiastic about the role young people can play in your club
4. Confident and effective communicator

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The Executive Committee.

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Job Description

Job title: WORKFORCE COORDINATOR

Job description:

1. Co-ordinating the recruitment and organisation of volunteers within the club.
2. Main contact for all volunteers
3. Get to know all club volunteers and potential volunteers by name
4. Ensure all jobs have job descriptions
5. Supervise and oversee all volunteers
6. Liaise with the Chairperson to ensure all tasks required to run the club are carried out
7. Co-ordinate the implementation of the volunteers requirements
8. Liaise with the Development Officer and Competition Secretary as to their volunteer requirements
9. Liaise closely with the Child Welfare Officer to ensure that each volunteer is aware of the Child Protection Policy and Procedures
10. Awareness of the Sport England – Volunteers Investment Programme (VIP)
11. Ensure volunteers are directed to the ASA website for useful information on volunteering
12. Organise social and recruitment events for volunteers

Requirements:

1. Well organised and able to delegate
2. Enthusiastic and a good motivator
3. Approachable
4. Confident and effective communicator

Reporting to:

The Executive Committee.

Appointed by:

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