

Name:

As from:

to:



Workforce Coordinator

(paid personnel)

Role

- Co-ordinating the recruitment and organisation of paid staff within the club.

Main Duties

- Main contact for all paid staff
- Get to know all club volunteers and potential paid staff by name
- Ensure all jobs have job descriptions
- Supervise and oversee all paid staff
- Co-ordinate the implementation of the staff requirements
- Liaise with the other club officers to identify staff requirements
- Liaise closely with the Child Welfare Officer to ensure that each member of staff is aware of the Child Protection Policy and Procedures
- Ensure staff are directed to the ASA website for useful information
- Organise social and recruitment events for staff

Skills/Experience Required

- Well organised and able to delegate
- Enthusiastic and a good motivator
- Approachable
- Confident and effective communicator

Commitment:

- Determined by the needs of the club plus Committee Meetings

Benefits/Compensation:

- This is an unpaid volunteer role.
- Contribution to creating a better structure for volunteers within Swimming and simultaneously helping your club by recruiting more volunteers and generally spreading the work around!

Recommended Reading or Training:

- Swim21 website
- Information provided by Swim21 Co-ordinator

I acknowledge receipt of my job description and will carry out the duties to the best of my ability. I understand that the Club will arrange for appropriate training. I also understand that from time to time I may be asked to complete a CRB disclosure form.

Signed.

Date.

Name:

As from:

to:



Workforce Coordinator (voluntary personnel)

Role

- Co-ordinating the recruitment and organisation of volunteers within the club.

Main Duties

- Main contact for all volunteers
- Get to know all club volunteers and potential volunteers by name
- Ensure all jobs have job descriptions and disseminate to volunteers
- Supervise and oversee all volunteers
- Co-ordinate the implementation of the volunteers requirements, by working with workforce co-ordinator and other identified personnel.
- Liaise with the other club officers to identify volunteer requirements
- Liaise closely with the Child Welfare Officer to ensure that each volunteer is aware of the Child Protection Policy and Procedures
- Awareness of the Sport England and other – Volunteer (Investment)Programmes
- Ensure volunteers are directed to the ASA website for useful information on volunteering
- Work with identified personnel to organise social and recruitment events for volunteers –

Skills/Experience Required

- Well organised and able to delegate
- Enthusiastic and a good motivator
- Approachable
- Confident and effective communicator

Commitment:

- Determined by the needs of the club plus Committee Meetings

Benefits/Compensation:

- This is an unpaid volunteer role.
- Contribution to creating a better structure for volunteers within Swimming and simultaneously helping your club by recruiting more volunteers and generally spreading the work around!

Recommended Reading or Training:

- Swim21 website
- Information provided by Swim21 Co-ordinator
- *I acknowledge receipt of my job description and will carry out the duties to the best of my ability. I understand that the Club will arrange for appropriate training. I also understand that from time to time I may be asked to complete a CRB disclosure*

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Date.

Name:

As from:

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Swim21 Coordinator

Role

- To co-ordinate the implementation/development of the Swim 21 initiative within the club.

Skills/Experience Required:

- Well organised and able to delegate
- Administration skills
- Enthusiastic and a good motivator
- Approachable
- Confident and effective communicator

Main Duties:

- To organise and oversee the audit and action planning stages of the Swim 21 process within the club
- To liaise with the Regional Development Officers, Local Authority Sports Development Officer, Swim 21 Club Committee and Club Members
- To keep the club updated on their progress through the Swim 21 process
- To ensure that Club Members are informed of Swim 21 courses and seminars
- To liaise with the Treasurer and Management Committee with regard to funding the implementation of the Clubs Swim 21 Action Plan
- To follow and promote the ASA Child Protection policy

Time Commitment:

- Determined by the needs of the club plus Committee Meetings

Benefits/Compensation:

- This is an unpaid volunteer role.
- Contribution to enabling a club to achieve its full potential and recognition of excellence.

Recommended Reading or Training:

- Information provided by RDO
- Swim21 website

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Date.

Name:

As from:

to:



Club Chairperson

Role

- To be responsible for the implementation of good practice and child protection policies within the club.

Skills/Experience Required

- Approachable
- Enthusiastic with a good knowledge of the sport and club
- Well organised and able to delegate
- Ability to control meetings
- Confident at public speaking

Main Duties

- To chair and control the meetings of the management committee
- To be involved, where appropriate, in the coordination of all club activities
- Oversee decisions made by the management and sub committees
- Oversee the work of officers and other club personnel
- In conjunction with the secretary present the annual report
- In conjunction with the treasurer present the annual accounts
- Consult with the secretary on the content of the agenda and minutes of meetings
- Keep up to date on ASA laws, regional rules and club constitution
- Ensure that statutory documents and other returns are filed on time
- Advise the treasurer on the use and investment of club funds
- Report to the officers of the management committee at the first opportunity of any instant decisions taken, and ensure that all policy decisions are ratified by the management committee

Time Commitment:

- Dealing with issues as and when they arise plus club requirements i.e. events and club management meetings

Benefits/Compensation:

- This is an unpaid volunteer role.
- Contribution to ensuring a safe and well-managed club

Recommended Reading or Training:

- Swim21 website
- Information provided by Swim21 Co-ordinator
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Name:

As from:

to:



Welfare Officer

Role

- To be responsible for the implementation of good practice and child protection policies within the club

Skills

- Approachable, good listener
- Good communication skills
- Tactful and discreet

Main Duties

- To ensure all possible child protection concerns (urgent and non urgent) are dealt with following the ASA Child Protection Guidelines (see ASA Wavepower document).
- To maintain, administer and manage the completion of CRB check forms and ensure renewals are carried out every three years.
- To be aware of the child protection policies and procedures of the ASA and to receive all updates of this nature from the ASA.
- To raise awareness of good child protection practice with the teachers and coaches through the ASA/Sports Coach UK Good Practice and Child Protection workshop.
- To ensure volunteers (other than teachers and coaches) within the club are introduced to good child protection practice through appropriate training.
- To ensure that all members know who the club Welfare Officer is, and their role.
- To ensure Swimline is promoted by a leaflet on the club notice board

Time Commitment:

- Dealing with issues as and when they arise plus club requirements i.e. attending Committee meetings and training as required.

Benefits/Compensation:

- This is an unpaid volunteer role.
- Contribution to ensuring a safe environment is provided for young persons to enjoy sport.

Recommended Reading or Training:

- ASA Wavepower document
- Attend the ASA Time to Listen & ASA Safeguarding Children workshops.
- Swim21 website
- Information provided by Swim21 Co-ordinator
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Date.

Name:

As from:

to:



CLUB TREASURER

Role

- To produce and manage club accounts and monitor finances

Skills/Experience Required

- Some financial background and knowledge of producing accounts desirable
- Knowledge of using and working with spreadsheets or other account systems
- Reliable and honest

Main Duties

- Responsible for all club finances
- Plan the annual budget in agreement with the management committee
- Monitor the budget throughout the year and provide reports to the management committee as required.
- Issue receipts and keep records of all monies received
- Ensure that funds are used appropriately
- Keep up to date records of all transactions
- Prepare end of year accounts and present to the auditor and management committee

Time Commitment:

Ongoing responsibility for club accounts

Benefits/Compensation:

- This is an unpaid volunteer role.
- Contribution to ensuring a well-managed club and an opportunity to make a real difference to the success of your club

Recommended Reading or Training:

- http://www.swimming.org/assets/uploads/library/good_club_guide_for_treasurer_plain_version.pdf
- Information provided by Swim 21 co-ordinator

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Name:

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CLUB SECRETARY

Role

- To ensure the smooth running of club administrative requirements

Skills/Experience Required

- Administration skills desirable
- Good working knowledge of word processing package
- Good verbal and written skills
- Well organised and efficient
- Sound knowledge of the club

Main Duties

- Deal with the day to day running of the club including all correspondence
- Handle enquiries from prospective new members, and liaise between contact and Poolside staff on scheduling of assessments.
- To process and deliver appropriate forms and information to and from county, regional and national ASA departments
- Call committee meetings and AGM, prepare agenda, take minutes and provide officers with copies
- Liaise with the Head Coach/Head Teacher to ensure that pools are booked for all teaching and training sessions as well as all events hosted by the club
- Book venues for Committee Meetings and AGM
- Act as the main point of contact for the club for the county, regional and national ASA

Time Commitment:

- Ongoing weekly responsibility including all club committee meetings (1 evening per month)

Benefits/Compensation:

- This is an unpaid volunteer role.
- Contribution to ensuring a well-managed club and an opportunity to make a real difference to the success of your club

Recommended Reading or Training:

- Information provided by Swim21 Co-ordinator

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Name:

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to:



SCHOOLS LIAISON OFFICER

Role

To play a vital role in working with local education establishments and organisations

Skills/Experience Required

- Well organised and efficient
- Sound knowledge of the club
- Enthusiastic about the role young people can play in your club
- Confident and effective communicator

Main Duties

- Source, establish and develop sustainable links with local schools
- Manage and promote club links with identified schools
- Liaise with Head Coach and Head Teacher to organise taster/come and try sessions
- Invite pupils to attend specific taster/come and try sessions
- Communicate delivery of taster sessions to schools
- Liaise with local Schools, Sports/Swimming Development Officer, Schools Sports Coordinators & Active Sports Swimming Development Officer (where applicable)
- Attend local Swimming Festivals
- Distribute information as required to Schools

Time Commitment:

- Ongoing weekly responsibility

Benefits/Compensation:

- This is an unpaid volunteer role.
- An opportunity to create valuable links with local young people and contribute to the future successes of the club

Recommended Reading or Training:

- Swim21 website
- Information provided by Swim21 Co-ordinator

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PUBLIC RELATIONS OFFICER

Role

- To promote and publicise all information about your club

Skills/Experience Required

- Well organised and efficient
- Sound knowledge of the club
- Confident and effective communicator
- An interest or background in marketing and promotion

Main Duties

- To Promote and Publicise, in a positive way all aspects of the club
- Establish working relations with local media
- Produce informative and unbiased newsletters with regards to all sections within the club as and when appropriate information is available
- Report on club events (internally and externally)
- Organise non-swimming social events for the relevant members of the club as requested / approved by the management committee

Time Commitment:

- Ongoing weekly responsibility

Benefits/Compensation:

- This is an unpaid volunteer role.
- An opportunity to promote and establish your club within the local community

Recommended Reading or Training:

- Information provided by Swim21 Co-ordinator

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As from:

to:



Team Manager

Role

- To manage club team(s) within the club at competitions and training camps.

Skills/Experience Required

- Well organised and efficient
- Sound knowledge of the club
- Confident and effective communicator
- Understanding and impartial

Main Duties

- Select a team (if applicable) in consultation with the appropriate club personnel
- Advise the team of gala arrangements
- Ensure that arrangements are made for the transport of teams to galas
- Ensure that the team is taken to the appropriate venue
- Ensure that athletes report in good time for each event
- Ensure that all appropriate athletes are registered to swim in the appropriate competitions/events
- Ensure that team behaviour is controlled
- Submit results to club press officer
- Promote team spirit
- To follow and promote the ASA Child Protection policy

Time Commitment:

- Ongoing weekly responsibility as well as club events

Benefits/Compensation:

- This is an unpaid volunteer role.
- An extremely rewarding role within your club.

Recommended Reading or Training:

- Safeguarding & Protecting Children course (3hrs) – Required
- Team Manager introduction Training
- Information provided by Swim21 Co-ordinator
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Club Website Manager

Role

- Maintain the Basildon & Phoenix Club Website www.phoenixbasildonsc.org

Skills/Experience Required

- Good level of knowledge with PC tools such as MS Office
- Access to PC, email and internet (Broadband recommended)
- Good communication skills
- Access to a dictionary/spell checker!
- Note: Prior knowledge of web site maintenance not essential

Main Duties

- Keep the club website up-to-date with news, gala and club information plus useful links.
- Set up and amend club email forwarding addresses as required.
- Act as eMail point of contact for online directories and organisations. Update these sites with latest club data as required.
- Coordinate with website ISP host (currently 1and1) on site registration, renewals and payment.

Time Commitment:

- 1-2 hours a week (or more depending on enthusiasm!)

Benefits/Compensation:

- This is an unpaid volunteer role.
- Opportunity to grow web skills and develop an online public face for the club.
- Free club email address!
- Website maintenance software is provided.

Recommended Reading or Training:

- Information provided by Swim21 Co-ordinator

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Role Template

Role

- <Describe the role in one sentence>

Skills/Experience Required

- <List key skills or experience>

Main Duties

- <list main duties of this role>

Time Commitment:

- <Estimate of how much time the role requires to perform key duties>

Benefits/Compensation:

- <is this paid or an unpaid volunteer role>
- <if paid, what is covered>
- <what other benefits (e.g. non-financial) would an incumbent gain from performing this role>

Recommended Reading or Training:

- <List any training or recommended reading. Identifying any that are essential.>

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