



Nottingham Northern Swimming Club
Beechdale Swimming Centre
Beechdale Road
Bilborough
Nottingham
NG8 3LL
www.northernsc.co.uk

JOB DESCRIPTION SWIM 21 CO-ORDINATOR

Responsible to:

Nottingham Northern Swimming Club Management Committee

Role

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

Skills

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

Signatures:

Officer..... Date.....

Chairperson.....Date.....