



Nottingham Northern Swimming Club
Beechdale Swimming Centre
Beechdale Road
Bilborough
Nottingham
NG8 3LL

www.northernsc.co.uk

JOB DESCRIPTION

WORKFORCE COORDINATOR

Responsible to:

Nottingham Northern Swimming Club Management Committee

Skills required:

Enthusiastic with a good knowledge of the club, and the volunteer roles required

Be an excellent communicator

Have a knowledge and empathy for volunteer needs

Sound organisational skills and ability to delegate

Main Duties:

To act as a main point of contact for volunteers within the club

To be responsible for creating and implementing a Workforce Development Plan

To build effective relationships with all club volunteers and the ASA County Workforce Coordinator

To coordinate and help organise training for the club workforce

To ensure all volunteer positions within the club have current role descriptions

To be responsible for leading the recruitment, induction, and support of all club volunteers, in association with others

To establish and manage a volunteer recognition programme within the club

Signatures:

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

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