

CLUB DEVELOPMENT COORDINATOR JOB/ROLE DESCRIPTION

Name	
Job Title	Club Development Coordinator (P/T)
Club	
Reports To	Regional Swimming Development Manager/Club President
Key Relationships	<ul style="list-style-type: none"> ▪ Scottish Swimming RSDM and other Scottish Swimming Staff ▪ District ▪ Local Authority Swimming Development / Sports Development Officers ▪ Scottish Disability Sport Regional Managers ▪ Other clubs and organisations ▪ Volunteers from clubs and other organisations (eg. FE/HE) ▪ Local Aquatic forums/Community Sports Hubs ▪ Local Schools
Job Purpose	To increase participation in the club/s and ensure higher standards of coaching, officiating and performances. Encourage strong and sustainable club structures and develop clear pathway of opportunities for athlete development. Improve support systems, training and development for coaches, volunteers, athletes, administrators and official. Share best practice and improved communication between all partners

KEY TASKS

- The lead person driving forward club development – showing, selling & making the vision a reality
- Attendance at club training sessions
- Attendance and input to club committee meetings – on every occasion
- Link the club to L2S provision & school swimming, using Active Schools teams and development staff to create meaningful partnerships
- Attracting and retaining volunteers – showing the club how to greet parents and ‘recruit’ them as volunteers as well as supporting existing volunteers
- Arranging coach education and development opportunities for club members - on site where possible, integrated within club sessions – easy access, low cost, maximal benefit and uptake
- Work alongside RSDMs to create a long term vision and development plan for the club that will ensure the long term sustainability of the club
- Ensuring that training and other resources are available and maximised in their benefit to the club and schools – those resources from: Scottish Swimming; Districts; Local Authority/Trust; local college / universities; education sector
- Dealing with a wide range of developmental issues requiring a high degree of diplomacy within the Clubs, Scottish Swimming, District, other sports organisations and the voluntary sector
- Mid & long term planning to implement projects efficiently and effectively
- Negotiation skills to positively influence key people, club members and public on a range of athletics related matters
- Progressing projects through all stages from planning to implementation
- Preparing and presenting reports and giving presentations
- Marketing and public relations



- Effective problem solving skills using a professional judgment to provide advice and to advocate action
- Undertaking special projects which will include investigation, research, analysing results and preparing recommendations - driving projects through to completion sometimes in the face of competing demands
- Contribute to the ongoing development of the club
- To establish, coordinate, promote and deliver a range of club development opportunities and initiatives across the area focusing on the creation of better links and pathways between the club, schools and learn 2 swim programmes
- To support the development of forums, and working groups which will assist in the delivery of key objectives relating to the development of the club

QUALIFICATIONS/EXPERIENCE & SKILLS

There will be no set educational qualifications required for the post but the post holder must hold relevant experience in development-related projects and activities.

The post holder must have experience of:

- Initiating, developing and evaluating projects and negotiating
- Planning and delivery of athletics/sports events and related programmes
- Working with volunteers (especially within a club environment)
- Working with a variety of organisations and agencies at different levels
- Working on own initiative and making strategic decisions
- Supervision of a project team
- IT, admin and database skills

CONFIRMATION OF RECEIPT

I confirm that I have received my job description

Name:

Signature:

Date:

Name:

Signature:

Date:

