

Role Description: swim21 Coordinator

Role Objectives

The swim21 Coordinator will be the key point of contact for swim21 within a club i.e. having knowledge about the ASA club accreditation programme, in addition to collating and uploading information to the ASA swim21 portal in line with ongoing Annual Health Checks

Duties and Responsibilities

- To coordinate and oversee the clubs swim21 submission, ensuring that information is accurate and meets all swim21 criteria
- To work with the Club Committee, in addition to working alongside an ASA Club Development Officer/Regional Officer(s) to ensure club information is submitted correctly
- To keep the club fully updated on their progress through swim21
- To liaise with the club Treasurer and Management Committee with regard to funding the implementation of the Club Development Plan
- To maintain knowledge about the ASA swim21 accreditation programme (Essential, Network and Performance Modules) (<http://www.swimming.org/asa/clubs-and-members/swim21-accreditation/>)
- To be a key point of contact for Sport England's Clubmark accreditation programme (<http://www.sportenglandclubmatters.com/club-mark/>)

Skills and Qualities Required

- Sound organisational and delegation skills
- Excellent administration skills
- Enthusiastic and approachable
- Good communication and time management skills

Role Details

This is a voluntary role.

Time commitment required will be determined by the club.