

# Warrington Swimming and Water Polo Club

**Role Title:** Disability Liaison Officer

**Responsible To:** Management Committee

**Role Purpose:**

- To provide an important link with those working with disability athletes within aquatics.
- To provide an information and liaison link between the club, its members and outside organisations and partnerships
- To advise and inform the Management Committee on disability matter affecting the club
- To represent the club at external events relating to disability

## Main Duties and Tasks

- 1 To liaise with the County Disability Liaison Officer
- 2 To identify and inform the club of any disability awareness training for club volunteers, teachers and coaches
- 3 To identify and inform the club of any additional training needs within the Club in relation to providing opportunities for disabled people
- 4 To ensure that any disabled swimming and water polo members are aware of the training and competitive swimming opportunities available to them, both within and external to the Club and the ASA
- 5 To compile a list and contact details of local disability sports organisations
- 6 To develop links with local disability swimming clubs, with disability sports organisations and with Local Authority disability organisations
- 7 To promote positively opportunities for disabled people through club publicity materials
- 8 To follow and promote the ASA Child Protection policy

## Skills Required

- 1 Well organised and efficient
- 2 Sound knowledge of the club and ASA activities and policies regarding disabilities in sport
- 3 Sound knowledge of the legislation, requirements and disability organisations involved with disability activities
- 4 An interest in disability swimming
- 5 Confident and effective communicator
- 6 Possess good presentation and numeric skills.
- 7 Must be articulate.
- 8 Must be computer literate.

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## Key Performance Indicators

- 1 Make reports as and when required to the Management Committee in a format required by the Management Committee unless prevented by exceptional circumstances.
- 2 Effectiveness of work schedules and control of resources to ensure that agreed targets are reached and where possible exceeded.
- 3 Effectiveness of the contribution to, and help in, the delivery of the committee activities, plans, targets and standards that support the attainment of the objectives of the club.
- 4 Ensure work schedules and resource requirements are established, published, distributed and delivered that will ensure agreed targets are reached and where appropriate exceeded.
- 5 Ensure a formal monitoring and evaluation system of the administration and delivery of records and documents is achievement for the delivery of agreed targets, on time is established and maintained within the club and for external organisations
- 6 The delivery of supporting papers, documents and reports as necessary to satisfy the constitutional and management requirements of the club and other external bodies at local, county, region and national level