

Warrington Swimming and Water Polo Club

Role Title: Workforce Coordinator

Responsible To: Chairman

Role Purpose:

- To oversee and record the experience of the volunteer workforce within the club including helpers, teachers, coaches, administrators, committee members and officials
- To ensure the suitability of training and experience of the volunteer workforce through the right selection of training programmes
- To provide appropriate planning and training information to allow the necessary support and recognition to be made available to assist the volunteer workforce in their role

Main Duties and Tasks:

- 1 To act as the main point of contact for all volunteer training within the club
- 2 To be responsible for the implementation of a workforce development plan
- 3 To build effective relationships with all club volunteers and the County and Region Workforce Coordinators
- 4 To coordinate and help organise the training programmes for the club workforce
- 5 Ensure all volunteer positions within the club have current role descriptions
- 6 To be responsible for leading the recruitment, induction and support for all club volunteers, in association with others in the club
- 7 To establish and manage a volunteer recognition programme within the club
- 8 To set up, record, maintain and provide accurate data as required relating to
 - club membership profiles,
 - training and development requirements and costs,
 - planned requirement and renewal of workforce qualifications,
 - submission of information to support internal and external reports,
 - organisation of data for the submission of external funding applications
 - production of a workforce development plan
- 9 To plan, organise, analyse, evaluate and report on the requirements of the workforce to meet both short term and long term needs

Skills Required:

- 1 Enthusiastic with a good knowledge of the club and the volunteer roles required
- 2 Be an excellent communicator and presenter
- 3 Have a knowledge and empathy for volunteer needs
- 4 Sound organisational skills and ability to delegate
- 5 Use of computer based communication, spreadsheet and database packages
- 6 Ability to plan, set and manage own work schedule to deliver required information to meet specified targets
- 7 Ability to collect, evaluate, analyse and recommend actions to meet specified targets.

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Key Performance Indicators

- 1 Accurate and comprehensive provision of club data as and when required
- 2 Delivery of short and long term workforce planning requirements to the club management as required
- 3 Delivery of Workforce Development Plan
- 4 Delivery of information for course provision in the Region with costs as required to satisfy continued validation of qualifications and mandated certificates for existing and new club members

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WORKFORCE COORDINATOR ROLE ACTIVITIES

1 Membership Data

ASA and Club Membership data and contact details are stored by the Membership Secretary for every member of the club. Additional information and data is required to be stored by the Workforce Coordination to supply information in the following areas:

- Officials qualifications and periods of renewal
- Teachers and Coaches for qualifications and periods of renewal
- Poolside staff DBS checks
- Pool lifeguard qualifications and renewal

2 Data Extraction

Supply data and supporting information to respond to specific requests for information for:

- Swim 21 annual return
- Swim 21 progress against the Development Plan
- Swim 21 accreditation requirements
- ASA and North West Region requests for qualification and CPD information
- Funding applications
- Supply of club profiles
- Supply of Individual personal profiles

3 Submission Evidence

To supply the documentary evidence in support of submissions for:

- The club
- For individuals
- Copies of Certificates

4 Forward Planning

To supply information for planning workforce activities including

- Periods of validation for courses and certificates
- Identification of individuals and groups requiring revalidation
- Identification of individuals and groups who should undertake training and officials courses
- Informing the Committee of training days, workshops and courses availability with time, locations and cost
- Planning three and four year programme of qualifications and revalidations as required