

Warrington Swimming and Water Polo Club

Role Title: Swim Mark Co-ordinator

Responsible To: Management Committee

Role Purpose:

- To Co-ordinate the activities of the club in order to provide the necessary reports, information and data to progress and maintain the Swim Mark revalidation of the club on an annual basis
- To organise and report on the activities of the club in the required format as and when required to maintain the Swim Mark validation of the club
- To coordinate, produce and submit in the required format as and when required the Swim Mark accreditation application
- To report and advise the Committee on all aspects of the Swim Mark accreditation requirements

Main Duties and Tasks:

1. To liaise with the appropriate Regional Development Officer, Local Authority Sports Development Officer, Swim Mark Club Committee and Club members.
2. To organise and oversee the audit and action planning stages of the Swim Mark process within the club
3. To keep the Club updated on their progress through the Swim Mark process.
4. To ensure that Club members are informed of Swim Mark courses and seminars.
5. To liaise with the Treasurer and Management Committee with regard to the delivery and the funding the implementation of the Club's Swim Mark Action Plan.

Skills Required

- 1 Extensive experience and a good knowledge of the activities, skills, structure, protocols and policies of the club and the performance of the people within the club
- 2 Able to collect, report and analyse information and performance data regarding the club activities as part of a team committed to the delivery of the objectives of the club and the Swim Mark process
- 3 Excellent communicator with good verbal, written, presentation and administrative skills, including computing and minute taking
- 4 Good knowledge of the administrative control systems and procedures relating to the validation and accreditation process.
- 5 Able to maintain confidentiality
- 6 Able to work in partnership with others, both within and outside of the club
- 7 Able to represent the club at external meetings

Key Performance Indicators

- 1 Attendance at external and internal Swim Mark submission and evaluation Management Committee meetings unless prevented by exceptional circumstances.

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- 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 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 The delivery of supporting papers, documents and reports as necessary to satisfy the submission, constitutional and management requirements of the club and other external bodies at local, county, region and national level
- 6 The successful achievement and the retention of the Swim Mark accreditation at the specified level of performance in the disciplines requested