

## CLUB OPERATIONS COORDINATOR

Club Operations Coordinator is a crucial role in the day to day management and coordination of all Swimming Club activities. This role must be carried out by an individual that can ensure the time and resource commitment in order that all main duties are met. The role holder must be able to display levels of moral courage to deliver difficult messages to committees, sub-committees and individuals where appropriate.

### Skills

- A good working knowledge of the Swimming Club
- An understanding of Gateshead Council
- A sound understanding of risk and issue management
- Approachable
- Good listener
- Good communication skills
- Good organisational and administrative skills
- DBS clearance (Essential)
- Safeguarding and Protecting Children CPD (Essential)
- Time to Listen CPD (Desirable)
- Fully conversant with Microsoft Office or similar products

### Main Duties

- Provide support to the Head Coach to ensure that Club objectives are achieved
- Assist where required with organisation of Diddy & Arena Teams, N&D Teams & Talent ID
- In conjunction with the Head Coach, Lead the discussions and planning for all training schedules
- To act as the senior and primary team manager, providing advice and support to all squad / group representatives and other team managers
- In conjunction with the Club Treasurer, ensure all training plans and swimming schedules are affordable
- Present recommended changes to Club training schedules to the Executive Committee for endorsement
- Development and regularly review operational plans to ensure communications plans are effective



- Manage all pools bookings/cancellations with Gateshead Metropolitan Borough Council (GMBC)
- Ensure that applications for council and other grants are made in a timely manner
- Represent Club at Gateshead Borough swimming development meetings on a quarterly basis
- Plan and manage attendance of athletes to at competition or training camps, locally or abroad
- Conduct risk assessments as required by Club activity
- Act as pool point of contact for ad-hoc queries
- Identify and explore opportunities to improve digital functionality of the Club's operations where possible
- In conjunction with the Club Chairperson, ensure news items, messages and articles are drafted and targeted appropriately
- All other tasks directly relating to the smooth operations and day to day management of the Swimming Club as requested by the Chair and Executive Committee

### **Commitment**

High levels of commitment are required for this role, with 10-20 hours per week likely.

### **Benefits to Self**

- An extremely rewarding role within the Club
- A driving force to ensuring a safe and well-managed club

