**Loughborough Town Swimming Club - Job Description**

**Job Title: Chairperson**

**Job Description:**

1. To chair and control the meetings of the Committee.

2. To oversee, where appropriate, the coordination of all club activities.

3. In conjunction with the Secretary and Treasurer present the annual accounts and reports at the AGM.

4. Liaise with club officers to ensure that statutory documents and other club policies are adhered to.

5. Keep up to date on SE laws, regional rules and club constitution.

6. Represent the Club at official functions as required and previously agreed up on.

7. Represent the club at external meetings as and when required.

8. Liaise with the Secretary to ensure continuity of duties when the Chairperson is away.

9. Responsible for the management of the Head Coach in accordance with the Head Coach Contract of employment.

10. Liaise with the Secretary, Welfare Officer and Treasurer on regular basis.

11. Follow the SE Code of Ethics Conduct of Meetings guidance.

12. May be called upon to be part of a disciplinary discussion as per the Clubs Disciplinary Procedure.

13. To follow and promote the SE Child Protection Policy.

14. Be a signatory of the Club’s bank account.

**Requirements:**

The applicant should have: -

1. Good communication skills

2. Good organisational skills

3. Knowledge of the club

4. Be available and approachable by the clubs’ members

5. Knowledge of computer applications like Email, Word and Excel

6. Applicant must be DBS checked

**Reporting to:**

This role reports to the Executive committee of Secretary and Treasurer

**Appointed by:**

This role is nominated for by any member of Loughborough Town Swimming club. At the club’s AGM as stated in the Club’s rules.

**Loughborough Town Swimming Club - Job Description**

**Job Title: Secretary**

**Job Description:**

1. Responsible for the day-to-day running of the club.

2. Working with the Chairperson, Welfare Officer and Treasurer to address any day-to-day issues that cannot wait until a Committee meeting.

3. Deal with club correspondence from external companies, authorities and County / Regional and/or National SE.

4. Organise meetings such as the monthly committee meeting

5. For Committee meetings the Club Secretary should prepare an agenda and send a copy together with any accompanying documents to each member of the Committee.

6. At the meeting the Club Secretary should take notes and subsequently prepare and circulate minutes to the Committee in a timely manner.

7. Responsible for advertising / giving notice of the Clubs AGM and circulating all relevant documentation in accordance with the club rules

8. Lead the clubs Feedback Procedure and ensure feedback is treated in a confidential and unbiased way. Call up on others within the club to assist depending on the nature of the feedback / enquiry.

9. Be a signatory of the Club’s bank account.

**Requirements:**

The applicant should have: -

1. Good communication skills

2. Good organisational skills

3. Knowledge of the club

4. Knowledge of computer applications like Email, Word and Excel

5. Be available and approachable by the clubs’ members

6. Applicant must be DBS checked

**Reporting to**: This role reports to the Executive committee of Chairman and Treasurer

**Appointed by**: This role is nominated for by any member of Loughborough Town Swimming club. At the club’s AGM as stated in the Club’s Rules.

**Loughborough Town Swimming Club - Job Description**

**Job Title: Treasurer**

**Job Description:**

1. Maintain clear and accurate records.

2. Maintain and monitor the clubs bank accounts.

3. Responsible for payments to external agencies in relation to club activities.

4. At every committee meeting report as to the current financial state of the Club and future financial forecasts of the Club.

5. Make recommendations to the committee concerning the Club’s financial position.

6. Prepare and present an annual budget plus arrange for the annual accounts of the Club to be examined by an independent examining accountant in accordance with the Clubs rules.

7. Liaise with the Trophy Secretary concerning valuation, insurance and damage to club trophies.

8. Liaise with the Membership secretary to ensure SE Registrations are paid.

9. Liaise with the Exec committee to ensure all competition fees are paid

10. Liaise with various Sub Teams (i.e. Social / Fundraising) to ensure funding & spending is controlled and does not exceed the teams remit.

11. Be a signatory of the Club’s bank account.

12. To follow and promote the SE Child Protection Policy.

**Requirements:**

The applicant should have: -

1. Good organisational skills

2. Good communication skills

3. Good Administration skills

4. Knowledge of computer applications like Email, Word and Excel

5. Ideally qualified or have details knowledge of accountancy / book keeping

6. The ideal applicant will fully understand and respect the confidentiality of the information they will have access to and be accountable for

7. Applicant must be DBS checked

**Reporting to:**

This role reports to the Executive committee of Chairman and Secretary

**Appointed by:**

This role is nominated for by any member of Loughborough Town Swimming club at the club’s AGM as stated in the Club’s Rules.

**Loughborough Town Swimming Club - Job Description**

**Job Title: Membership Secretary**

**Job Description:**

1. Deal with the day to day enquiries from current and new members as necessary

2. Registering and providing all relevant club documentation to new members

3. Maintain a membership register using the Swim Club manager application

4. Deal with squad transfers and leavers as directed by the Head Coach or Secretary

5. Deal with SE membership requirements including re-registration every year

6. Responsible for the Clubs annual membership subscriptions to Swim England

 **Requirements:**

The applicant should have

1. Good communication skills

2. Good organisational skills

3. Good administration skills

4. Knowledge of computer applications like Email, Word and Excel

5. Enthusiastic in the role

6. Be available and approachable

7. Applicant must be DBS checked

**Reporting to:**

This role reports to the Executive committee

**Appointed by**:

This role is nominated for by any member of Loughborough Town Swimming club at the club’s AGM as stated in the club’s rules.

**Loughborough Town Swimming Club Job Description**

**Job Title: SwimMark Coordinator**

**Job Description:**

1. To organise and oversee the audit and action planning stages of the SwimMark process within the club

2. To liaise with the Regional Development Officers, Local Authority Sports, Head Coach, Swimming Development Officer and Committee Members.

3. To keep the club updated on their progress through the SwimMark process, what it means and what actions are required

4. To ensure that Club Members are informed of SwimMark courses and seminars

5. To liaise with the Treasurer and Management Committee regarding funding the

6. Implementation of the Clubs SwimMark Action Plan

7. To follow and promote the SE Child Protection policy

**Requirements:**

The applicant should have: -

1. Good organisational skills

2. Be able to delegate tasks

3. Good administration skills

4. Knowledge of computer applications like Email, Word and Excel

5. Enthusiastic in the role

6. Be available and approachable

7. Good communication skills

**Reporting to**:

This role reports to the Executive committee

**Appointed by:**

This role is nominated for by any member of Loughborough Town Swimming club at the club’s AGM as stated in the club’s rules.

**Loughborough Town Swimming Club Job Description**

**Job Title: Trophy Officer**

**Job Description:**

1. Maintain and own an inventory of all trophies owned by the Club

2. Maintain an inventory of all outside trophies held temporarily by the Club

3. Collect all trophies awarded annually by the Club by the end of the annual Club Championships

4. Collate a list of all trophy and medal winners at the annual Club Championships

5. Agree with Exec Committee the annual budget for purchase of medals, purchase/repair of replacement/damaged cups and engraving of cups

6. Ensure all trophies have been engraved and medals purchased in advance of annual Club presentation night

7. Oversee distribution of medals and trophies at the Club presentation night and distribution to non-attendees

8. Co-ordinate with the committee the purchase of medals and trophies for gala’s as appropriate

**Requirements:**

 The applicant should have: -

1. Good organisational skills

2. Good administration skills

3. Knowledge of computer applications like Email, Word and Excel

4. Enthusiastic in the role

5. Applicant must be DBS checked

**Reporting to**:

This role reports to the Executive committee

**Appointed by:**

This role is nominated for by any member of Loughborough Town Swimming club at the club’s AGM as stated in the club’s rules.

**Loughborough Town Swimming Club - Job Description**

**Job Title: Workforce Co-ordinator**

**Job Description:**

1. Co-ordinating the recruitment and organisation of volunteers within the club

2. Main contact for all volunteers

3. Get to know all club volunteers and potential volunteers by name

4. Ensure all jobs have job descriptions

5. Supervise and oversee all volunteers

6. Liaise with the Chairperson to ensure all tasks required to run the club are carried out

7. Co-ordinate the implementation of the volunteers’ requirements

8. Liaise with the Open meets/Team Manager as to their volunteer requirements

9. Liaise closely with the Child Welfare Officer to ensure that each volunteer is aware of the Child Protection Policy and Procedures

10. Awareness of the Sport England – Volunteers Investment Programme (VIP)

11. Ensure volunteers are directed to the SE website for useful information on volunteering

**Requirements:**

The applicant should have: -

1. Good communication skills

2. Good organising skills

3. Knowledge of the club

4. Approachable and pleasant

5. Be enthusiastic

6. Good motivator

7. Knowledge of computer applications like Email, Word and Excel

8. Applicant must be DBS checked

**Reporting to**:

This role reports to the Executive committee

**Appointed by:**

This role is nominated for by any member of Loughborough Town Swimming club at the club’s AGM as stated in the Club’s Rules.

**Loughborough Swimming Club - Job Description**

**Job Title: Open & Gala Secretary**

**Job Description**

1. Bring to the attention of the Head Coach all advertised open galas

2. In conjunction with the Head Coach agree galas to be entered

3. Distribute entry forms for all galas to be entered

4. Check accuracy of all entry forms and collect monies from swimmers entered

5. Submit entry forms with Club cheque, for appropriate amount

6. Advise swimmers of accepted and rejected entries

7. Advise swimmers of pool location and warm up times

**Requirements:**

The applicant should have: -

1. Good administration skills

2. Good organisational skills

3. Pleasant friendly self-motivated manner

4. Knowledge of computer applications like Email, Word and Excel

5. Knowledge of other Gala entry software

6. Knowledge of Swim England rules governing galas

7. Applicant must be DBS checked

**Reporting to**:

This role reports to the Executive committee

**Appointed by**:

This role is nominated for by any member of Loughborough Town Swimming club at the club’s AGM as stated in the Club’s Rules.

**Loughborough Town Swimming Club - Job Description**

**Job Title: Communications & Meet Manager**

**Job Description:**

1. The Website Manager is responsible for the on-going development of the Loughborough Town Swimming Club website. They are responsible for performing day-today site maintenance on the web sites, setting standards for design, performing navigation and browser compatibility, performing quality-control for third party content, and maintaining and developing small web applications.

2. Additional responsibilities will include documenting the site specification, developing the look and feel, updating content, in line with requirements from the Exec Committee and club committee

3. The webmaster must perform a variety of technical tasks to make sure that a Web site works properly and can be accessed quickly by as many people as possible.

4. Users of the website will use a variety of browsers or operating systems and should be able to access the site equally well with all

5. The webmaster must be experienced in web software like HTML, HTTP, XML

6. The Loughborough Town Swimming Club Website must be secure enough that the club can control who has access to confidential files.

7. The webmaster is responsible for ensuring that the Loughborough Town Swimming Club website is easy to navigate and that it addresses the needs of Loughborough Town Swimming Club members and users

8. To familiarise themselves with the swim club manager function, to update times recorded from any open meet/gala Loughborough Town swimmers attend and to roll out to parents and to maintain this database

**Requirements:**

The applicant should have: -

1. Sound technical knowledge

2. Enthusiastic

3. Confident with computer applications

4. Good communication skills in the written form

5. Knowledge of the data protection policy

6. Applicant must be DBS checked

**Reporting to**:

This role reports to the Executive committee

**Appointed by:**

This role is nominated for by any member of Loughborough Town Swimming club at the club’s AGM as stated in the Club’s Rules.

**Loughborough Town Swimming Club - Job Description**

**Job Title: Fund Raising & Social Secretary**

**Job Description:**

1. Organise the Club’s annual presentation night in conjunction with the rest of the Committee

2. Liaise with Trophy Secretary regarding the arrangement for the presentation of trophies at the presentation evening

3. Arrange suitable venue for presentation night and hiring of entertainment

4. Oversee the distribution of tickets for the presentation night

5. Organise two other major fund-raising events for the Club each year

6. Organise raffles at swimming galas as appropriate

7. To actively seek sponsorship opportunities to raise money for the club.

**Requirements:**

The applicant should have: -

1. Good communications skills

2. Good organisational skills

3. Ability to delegate tasks with effective communication

4. Enthusiastic

5. Good motivator

6. Knowledge of computer applications like Email, Word and Excel

7. Applicant must be DBS checked

**Reporting to**:

This role reports to the Executive committee

**Appointed by**:

This role is nominated for by any member of Loughborough Town Swimming club at the club’s AGM as stated in the Club’s rules.

**Loughborough Town Swimming Club - Job Description**

**Job Title: Press Officer**

**Job Description:**

1. Promote and Publicise, in a positive way all aspects of the Club
2. Produce informative and unbiased news articles with regards to all sections within the club as and when appropriate information is available.
3. Display on notice board, publish in the local press and on the internet.
4. Abide by all policies and codes as required by the club, including the Club code of Ethics and Conduct and the SE Code of Ethics
5. Follow and promote the SE Child Protection policy.

**Requirements:**

The applicant should have: -

1. Good communications skills

2. Good organisational skills

3. Enthusiastic

4. Knowledge of computer applications like Email, Word and Excel

5. Applicant must be DBS checked

**Reporting to**:

This role reports to the Executive committee

**Appointed by:**

This role is nominated for by any member of Loughborough Town Swimming club at the club’s AGM as stated in the Club’s rules.

**Loughborough Town Swimming Club - Job Description**

**Job Title: Team Manager**

**Job Description:**

1. To provide a central point of contact/liaison for communication on behalf of the team
2. To attend pre-competition/camp briefings as required
3. To arrange team travel, travel itineraries and accommodation where required
4. To provide information to athletes, coaches, parents/guardians as appropriate
5. To assist in undertaking team selections (if appropriate and in consultation with others)
6. To ensure provision for athletes to arrive at appropriate time at venues
7. To ensure athletes are appropriately registered for their events, in association with coaching staff
8. To organise team kit (as appropriate)
9. To prepare and submit results to Press Officer/media (as appropriate)
10. To promote positive team spirit and behaviours
11. To adopt the policies and principles of the SE Child Protection policy and Wavepower guidelines
12. To prepare post competition/event reports (as appropriate)

**Requirements:**

The applicant should have: -

1 Well organised and efficient

2. Knowledge of the Club and swimmers (as appropriate)

3. Excellent communication skills

4. Understanding and impartial

5. Ability to respect confidentiality

6. Ability to make decisions based upon the best interests of individuals and teams

7. Able to work on own initiative.

**Reporting to:**

This role reports to the Executive Committee

**Appointed by:**

This role(s) is nominated for by any member of Loughborough Town Swimming Club at the club’s Annual general Meeting as stated in the Club’s rules.