



Survive and Save Club

Job Description

Swim 21 Co-ordinator

Role

To co-ordinate the on-going development of the Swim 21 programme within the Club

Skills

- Sound organisational skills
- Good administrative skills
- Enthusiastic with a good knowledge the club and the role required
- Well organised and able to delegate
- Good motivator
- Confident and effective communicator

Main Duties

- To organise and oversee the audit and action planning stage of the Swim 21 process
- Keep the Club up to date on the progress through Swim 21
- Liaise with Regional Development Officer, Swim 21 working group and club members
- Liaise with the Treasurer and Committee with regard to funding the implementation of the Clubs Swim 21 Action Plan
- Inform the Club members of Swim 21 courses and seminars
- Co-ordinate the Swim 21 Annual Development Plan
- Maintain and update the Swim 21 Evidence Portfolio

Time Commitment

2 hours per week

Committee Meetings

Other meetings as required