

WORKFORCE CO-ORDINATOR

Role

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

Accountable To: Club Committee

Qualification: None

Additional Requirements: CRB and Enhanced Disclosure Certificate
Knowledge of the ASA Swim 21 Programme.

Skills

- Well organised and able to delegate
 - Enthusiastic and a good motivator
 - Approachable
 - Confident and effective communicator
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Main Duties

- Main contact for all volunteers
 - Get to know all club volunteers and potential volunteers by name
 - Ensure all jobs have job descriptions
 - Supervise and oversee all volunteers
 - Liaise with the Chairperson to ensure all tasks required to run the club are carried out
 - Co-ordinate the implementation of the volunteers requirements
 - Liaise with the Development Officer and Competition Secretary as to their volunteer requirements
 - Liaise closely with the Child Welfare Officer to ensure that each volunteer is aware of the Child Protection Policy and Procedures
 - Awareness of the Sport England – Volunteers Investment Programme (VIP)
 - Ensure volunteers are directed to the ASA website for useful information on volunteering
 - Organise social and recruitment events for volunteers
 - To attend a minimum of 50% of committee meetings per year.
 - To ensure that the Club achieves and maintains the standards required for Swim21 accreditation.
 - To follow and promote the ASA Code of Ethics.
 - To follow and promote the Clubs Code of Conduct.
 - To follow and promote the ASA Child Protection policy
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Commitment

Determined by the club i.e. 2 hours per week plus Committee Meetings

Attendance of External Meetings

Benefits to Self

Contribution to creating a better structure for volunteers within Swimming and simultaneously helping your club by recruiting more volunteers.
