

JOB DESCRIPTION

JOB DETAILS:

Job Title:	Head Swim Coach – Performance and Development
Grade:	Grade 8
Location of Work:	Varied sites but primary base is Orford Jubilee Neighbourhood Hub
Directly Responsible To:	Activities and Development Lead
Directly Responsible For:	Assistant Swim Club Coach and team of Swim Coaches
Hours of Duty:	37 hours

WORKING RELATIONSHIPS:

All areas of LiveWire especially the Aquatics Team, Strategic Leads, Strategic Managers, Warrington of Warriors Committee Members, Partners in local and regional Swim Clubs, NGB colleagues and Club Support Officers and the Voluntary Sector across Warrington, Stakeholders in communities, Officers and Members of Warrington Borough Council.

PURPOSE AND SCOPE OF JOB:

The Head Swim Coach will provide specialist support for the management, delivery and coordination of the LiveWire Development Swim Squads; including managing a small team of coaches and supporting the operational delivery and development of the programme.

They will lead on the development and delivery of a fit for purpose programme, aligned with the specifics of the competitive swim agenda and linking in with the wider Aquatics Programming, supported by the Activities and Development Lead.

DUTIES AND RESPONSIBILITIES

1. The post holder must carry out the duties with full regard to the LiveWire Business Plan, Equality and Diversity Policy, Health and Safety Policy, Child Protection Policy and Social Inclusion Policy.

2. To plan, implement and deliver the annual training and competition programme for the LiveWire Development Squads, retaining, up-skilling and motivating swimmers to their full potential and contributing to the performance of the club on a regional, national and international level.
3. To be responsible for the recruitment, selection, management, supervision, training and performance review of the swim coaches delivering across the programme.
4. To develop and implement a comprehensive coaching programme consisting of skills and fitness development, sport science and swimmer education that meets the needs of all squad members from ClubLink through to National Elite level swimmers.
5. To liaise with LiveWire colleagues to ensure the programme links in with the wider Aquatics offer across all sites, creating a strong recruitment pathway from the Learn to Swim Programme through to competitive swimming and other Aquatic disciplines.
6. To ensure the programme complies with current legislation including Swim England, RLSS and LiveWire policies to ensure the safety and welfare of all swimmers.
7. Ensure all coaching staff comply with LiveWire policies and are appropriately qualified for their role.
8. To liaise with Safeguarding and Welfare Officers as appropriate to ensure any welfare issues are dealt with promptly and in line with appropriate policies.
9. To actively promote the programme across Warrington and recruit new swimmers to support growth and sustainability of the programme.
10. To work with internal and external partners and build relationships with partners. Attend any relevant meetings and prepare reports as are necessary to support programme delivery, and ensure the programme remains fit for purpose in meeting performance standards, targets and member expectations.
11. To attend appropriate competitions and training camps along with delegated team of qualified coaches and team managers where necessary
12. To liaise with LiveWire's Marketing Team to promote success stories that will raise the profile of the programme and can be promoted through various media channels.
13. To communicate effectively with members, coaches, parents, colleagues and partners such as Warriors of Warrington, Warriors Masters Club and Warrington Swimming Club.

- 14.To undertake such additional duties as are reasonably commensurate with the level of this post.
- 15.To be responsible for all administration duties aligned to the swimming performance programme.
- 16.To be an active member of the wider LiveWire Aquatics Team.

The nature of the duties listed above may change over time in which case the job description will be amended accordingly. This may not alter the size and scope of the job.

Date: June 2023

Prepared/revised by: Catriona Welch

In conjunction with: Mark Chew

PERSON SPECIFICATION

NOTE TO APPLICANTS:

Whilst all points on the specification are important, those marked 'E' (essential) are the key requirements. You should pay particular attention to these points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview. In addition to interviews a variety of other selection methods may be used such as tests or exercises dependant on the role applied for. You will be advised of any alternative selection methods in the letter inviting you for interview.

JOB TITLE: Head Swim Coach - Performance and Development

GRADE: 8

HOURS: 37

Key: (E) Essential (D) Desirable

Experience

- A minimum of 4 years coaching experience of working within competitive swimming at Club, Regional or National level (E)
- Experience in the development and implementation of training programmes, plans and assessment of swimmer performance to deliver measurable outcomes and results (E)
- Experience of working with and managing a team of coaches and volunteers (E)
- Experience of partnership working (E)
- Experience of monitoring and evaluating programme delivery and writing and presenting performance reports (E)
- Experience of working within a club environment and with swim club committee members (E)
- Experience of using different sport science methods to enhance performance of both coaches and swimmers (E)
- Experience of working with National Governing Bodies and others within the field of Swimming Development and Performance (E)
- Experience of supporting people with a disability in a sporting programme (D)
- Experience of supporting Masters Swimming. (D)

Skills and Abilities

- Ability to motivate, support and lead a team of coaches and swimmers to their full potential (E)
- Ability to effectively communicate with a variety of audiences e.g. young people/parents/partner organisations and colleagues (E)
- Ability to deal with complaints, manage difficult conversations and resolve conflict (E)
- Ability to develop effective working partnerships (E)
- Ability to manage and handle complex issues effectively, solve problems and identify practical solutions (E)
- Ability to produce achievable plans and effectively deliver them (E)

- Ability to effectively monitor and evaluate programme performance (E)
- Awareness and understanding of Health and Safety requirements which should be adhered to
- Ability to coach a range of abilities and age groups from Early Competitive through to National standard including knowledge of Talent ID and performance pathways (E)
- Hold Sport Science knowledge which can be applied to competitive swimming (E)
- Demonstrate excellent interpersonal and customer care skills (E)
- Understanding the importance of a customer centric approach to programme development (E)
- Be aware of the importance of confidentiality (E)
- Ability to work under pressure and within timeframes (E)
- Ability to use a range of IT programmes and systems (E)
- Ability to travel between LiveWire sites (E)

Education/Qualifications/Knowledge

- Qualified as or working towards Swim England Senior Swimming Coach (Level 3) (E)
- Hold a degree (D)
- Understanding of Sport Science disciplines such as Psychology, Physiology and Strength and Conditioning (D)
- Hold a Pool Safety Qualification – NRASTC or NPLQ certificate (E)
- Knowledge of the Swim England Learn to Swim Framework and Long Term Athlete Development Framework. (D)

Other Requirements

- Ability to work flexibly to suit the requirements of the role including evenings and weekends (E)
- Full UK Driving Licence (D)
- Enhanced DBS clearance (E)

Commitment to Equality and Diversity

- Ability to understand and demonstrate commitment to equality and diversity (E)

Commitment to Service Delivery/Customer Care

- Demonstrate commitment to a culture of continual improvement (E)
- Demonstrate commitment to achieving excellence in customer care (E)
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METHOD OF ASSESSMENT (M.O.A.)

A = APPLICATION FORM, **C** = CERTIFICATE, **E** = EXERCISE, **I** = INTERVIEW, **P** = PRESENTATION, **T** = TEST, **AC** = ASSESSMENT CENTRE