

**HR use only**

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| **Evaluation Date** | **27 August 2018** |
| **Grade** | **11** |

**JOB DESCRIPTION**

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| **Job Title:** | **Aquatics Club Development Assistant** | **Reports to:** | **Aquatics Development Manager** |
| **Department:** | **Sport & Physical Activity Development** | **Location:** | **Vantage Point** |
| **Work Pattern:** | **Part Time (20 hours)** | **Contract Status:** | **Fixed Term Contract to 31 March 2021** |

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| **BACKGROUND** |
| We want enthusiastic and energetic people who will create a great experience for our customers and share the following values. Edinburgh Leisure **makes a positive difference** by:  **welcoming** all,  each one of us **caring** about what we do,  being **passionate** about how we do it,  and feeling **proud** of what we achieve  The Aquatics Club Development Coordinator is managed by Edinburgh Leisure. It is funded by Scottish Swimming, Scottish Amateur Swimming Association East District and Lothian Region Swimming Committee. These organisations have come together to fund this post in recognition of the importance of club development. |

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| **JOB PURPOSE** |
| The purpose of this post is to increase participation in Edinburgh Aquatic clubs affiliated to Scottish Swimming, supporting the development of strong and sustainable club structures and developing clear pathways for athlete development. It will support the training and development for volunteers, coaches, administrators and officials. Share best practice and improved communication between all partners. |

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| **KEY RESULT AREAS** | |
| **Key Responsibility** | **Expected time spent (%)** |
| 1. Work with our smaller aquatics clubs (less than 50 members) to identify the support they require to develop and pull this into an annual project workplan. Work with partners on the project steering group to refine and deliver this plan. 2. Work with club committees to recruit and deploy volunteers to support club activities. Be a visible and approachable to clubs within the programme, engaging clubs on a regular basis. 3. Support the development club committee and leaders by attending regular committee meetings and supporting their work towards Scottish Swimming club accreditation. 4. Work with the affiliated clubs to identify current and future club coaching workforce needs and implement a plan accordingly. Develop a calendar of training opportunities to support the recruitment, development and retention of coaches. 5. Ensure practical pathways for clubs to support transition of swimmers of all levels. Work with:  * Edinburgh Leisure venues to ensure pathways for swimmers in the Learn 2 Swim programmes into the aquatics clubs are in place. * Active Schools aquatic programmes to forge links between their activities and local community clubs to increase club membership.  1. Lead an Edinburgh-wide aquatics clubs forum for clubs affiliated with Scottish Swimming, to provide  * A platform to improve partnership working * Regular updates for all clubs * Opportunities for new and developing clubs | 20%  30%  20%  10%  10%  10% |

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| **RESPONSIBILITY FOR RESOURCES** | |
| **Responsibility for staff:** | No direct reports |
| **Salary bill for all staff reporting:** | Nil |
| **Responsibility for finance and level of financial control:** | Not responsible |
| **Responsibility for Physical Resource:** | None |
| **Responsibility for Data and Information:** | Responsible for collating user figures relating to the project objectives and outcomes. The post will not have access to personal information. |

**GUIDELINES AND EXPECTATIONS**

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| **Authorities & Limitations** |
| You are responsible for managing your own workload/ schedule to achieve the goals agreed in the project plan. Your manager will meet with you regularly to ensure you deliver the workplan. There will be regular project meetings and you Manager will support you at these as appropriate.  You will be expected to deliver your project(s)/service effectively and make decisions within the project plan, using relevant strategies, policies and procedures, and in line with guidance from your line manager.  You will also be expected to take guidance and consult the clubs, colleagues and internal/ external partners.  As the expert in the area provide guidance to support the clubs to comply with Scottish Swimming governance. |

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| **Communication & Representing The Organisation** |
| This post involves working with aquatic clubs, Scottish Swimming, Edinburgh Leisure teams and other partner organisations. You are responsible for building and maintaining successful working relationships with these stakeholders. Working directly with aquatics clubs and colleagues, you should be friendly, helpful and welcoming in your manner. You should be able to adapt your communication style to ensure you are easily understood.  Work alongside the Regional Swimming Development Manager (East) from Scottish Swimming to create a long-term vision and development plan for the clubs that will ensure the long-term sustainability of the club.  As appropriate, attend and contribute to the Regional Swimming Development Network and where appropriate be involved in specific groups (e.g. Club Framework Short Life Working Group).  You need to positively influence using effective communication skills e.g. influencing and persuading, negotiation, facilitation, presentation, consultation.  You are required to ensure a positive customer experience through your approach and style, acting as an ambassador for the aquatics clubs in all aspects of your work.  Required to write and present a quarterly report to present to stakeholders. |

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| **Safeguarding Our Customers** |
| You are expected to understand and fulfil your role (following training):   * Scottish Swimming Non-Swimming Membership * Edinburgh Leisure Health and Safety Policy * Edinburgh Leisure Child Protection Policy (attend Safeguarding and Protecting Children) * Manual handling * Fire awareness * GDPR * FOI * COSHH * Edinburgh Leisure and school pools Emergency Action Plan * Edinburgh Leisure and school pools Normal Operating Procedure |
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| **Problem Solving** |
| You will be responsible for collating performance information for the project management group and making recommendations on the project development. This is a key element for the work as it helps to evidence the value of work and supports future projects and funding applications.  Carry out research to identify developments in the aquatics world and identify elements that can be applied in Edinburgh to deliver the project plan.  You will share learning from your projects with your colleagues and contribute to the project management team plan. You will identify and implement process improvements on an on-going basis. |

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| **Impact On Organization** |
| You will work with existing Aquatics clubs as well as future potential clubs to create suitable opportunities for our aquatics customers to keep active and progress beyond our learn to swim programme. By working with Aquatics clubs you will help them attract more members and use our pool space more effectively. |

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| **JOB DEMANDS** | |
| **Physical** | In the majority of time the role will be mobile, with time spent at Edinburgh Leisure venue and school pools during club training sessions. There will also be requirement to attend club and partnership meetings, often in the evenings. Where access to desk space is required, hot desking arrangements will be provided within the Aquatic Development team. |
| **Mental** | You are expected to have an enthusiastic and proactive approach with all aquatic club’s users. You will be expected to be able to adjust your communication style to suit the needs of a variety of audiences. You will be expected to multi-task and prioritise your workload effectively. You need to be able to respond to issues with delivery of programmes quickly and effectively. |
| **Emotional** | This role will involve dealing with a number of competing demands and short timescales. The vast majority of your customers/partners are a delight to work with. On occasion you may be faced with people who will be more challenging and you need to be able to deal with this behaviour in a calm and professional manner. |
| **Environmental** | Attending training sessions on the poolside can often be noisy due to the numbers in the pool. Naturally the environment is warm and humid.  The role will require regular travel to a variety of locations across the city.  You will be required to lead/support programmes and events in a variety of indoor and outdoor settings e.g. EL facilities, schools, community venues, sporting festivals or galas. |

**PERSON SPECIFICATION**

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| **Factor** | **Essential** | **Desirable** |
| **Qualifications and Attainments:** | IT and literacy skills.  UKCC 2 Aquatics Teaching or Coaching.  HND/ Degree in relevant course (e.g. Sport and Recreation Management, Sports Science, Sport Studies, etc.) or equivalent experience | National Pool Lifeguard Qualification |
| **Knowledge and Experience:** | Knowledge experience of working in an aquatic club environment, so that you understand and can work with:   * Governance * Coaching pathways * Politics * Challenges of effective club management   Experience of communicating with groups and forums, including presentation and facilitation skills.  Knowledge of swim development, pathways and wider landscape of sport/ aquatics in Scotland.  Demonstrated ability to plan, implement and evaluate project/ programmes successfully. |  |
| **Additional Requirements (e.g. competencies):** | Essentials Everyone behaviours | |

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| **DISCLOSURE/PVG REQUIREMENTS** |
| Basic |

**I have read and understand this job description and I am clear about what is expected of me in this job.**

**Signed ……………………………………………………………. Date ………………………….**