

JOB DESCRIPTION

Job Title	Regional Swimming Development Manager (West) covering the West of Scotland including Argyll and Bute, Dumfries and Galloway, East Ayrshire, East Dunbartonshire, East Renfrewshire, Inverclyde, North Ayrshire, Renfrewshire, South Ayrshire, and West Dunbartonshire.
Team	Development
Office Base(s)	Sportscotland Regional Office, Templeton, Glasgo
Reports To	Club Development Manager
Key Relationships	<ul style="list-style-type: none"> ▪ Director of Development ▪ Club Development Manager ▪ CEO ▪ Clubs ▪ Local Authorities and Leisure Trusts ▪ Development Team ▪ Performance Team ▪ Services Membership Team ▪ West District
Job Purpose	<p>To support and develop stronger sustainable clubs that will provide increased, quality opportunities for people to participate at all levels with a focus on:</p> <ul style="list-style-type: none"> • Quality coaching environments • Membership recruitment and retention • Volunteer support and development <p>To work in partnership with aquatic clubs, local authorities/trusts and other agencies to achieve this.</p>

Key Tasks

- 1 To work in partnership with local authorities and trusts to support clubs across all aquatic disciplines to deliver quality coaching environments which provide safe, enjoyable and challenging experiences with clear opportunities for athlete development
- 2 To support clubs to deliver effective coaching practice delivered with an athlete centered approach
- 3 To provide local and regional training and development for coaches, volunteers, athletes, administrators and officials



- 4 To ensure the effective implementation of National development programmes including:
 - Club Accreditation through SwiMark and SwiMark Plus
 - Club Governance and Planning workshops
 - Child Protection support, training and guidance
 - Teacher and coach education and development
 - Volunteer support and development
 - Aquatic forums and partnerships
 - Performance Development pathways
- 5 To support clubs to grow their membership eg. by putting in place managed learn to swim club links
- 6 To support clubs to retain members eg. by the development of recreational swimming squads and/or discipline sub sections
- 7 To provide advice and guidance to clubs on possible funding opportunities e.g. **sportscotland** direct club investment, awards for all, sportsmatch
- 8 To work in partnership with Scottish Disability Sport to support and encourage mainstream clubs to work inclusively with swimmers with a disability through appropriate education, development and local disability sport structures
- 9 To support the Participation team to deliver the National Framework for Swimming in Scotland
- 10 Ensure effective communication systems are implemented between all relevant stakeholders
- 11 Produce reports as required and lead any other programmes or generic areas of work as agreed with the line manager
- 12 Working in partnership with SS Performance Team, support Performance & Performance Development environments including partnership agreements, access agreements and general programme support

General

- 1 Promote Scottish Swimming both within and out with the work environment
- 2 Deliver Scottish Swimming customer care standards in the work environment
- 3 Attend, draft reports and contribute to Board, Council, Management and Staff Meetings as appropriate
- 4 Maintain knowledge of, and adhere to the published Scottish Swimming policies as printed in the Staff Handbook
- 5 Maintain own personal development records and ensure that interim review and annual appraisal documentation is signed off and lodged according to company policy and timescale

The above job description will be subject to annual review to reflect the needs of the Scottish Swimming and **sportscotland** corporate plans.



**Scottish
Swimming**

Person Profile:

Knowledge, Skills and Abilities

- Proven experience of working in a swim school or swimming club
- Experience of developing, implementing and evaluating plans
- Knowledge of swimming development pathways
- Ability to build strong partnership relationships
- Previous volunteering experience
- Previous experience in the area of child protection
- Ability to deal with sensitive situations
- Self-motivated and able to meet tight deadlines
- Ability to work as part of a team and effectively on own
- Excellent interpersonal and communication skills
- Ability to lead, influence, enthuse and motivate others
- Ability to work flexible and unsocial hours
- An ability to interface with professional and volunteer staff

Qualifications and Training

- Educated to Degree/HND level or equivalent or minimum 3 years relevant sports development experience
- Literate – ability to write reports
- Numerate – experience in financial management and budget setting/control
- IT Skills – competent with MS products – Word, Outlook, Excel and PowerPoint