

Appendix 3 (b)



Affiliated Club

JOB DESCRIPTION: SWIMMARK COORDINATOR

JOB TITLE: Swimmark Liaison Officer

PURPOSE: The key point of contact for Swim Mark

ACCOUNTABLE TO: Committee

MAIN DUTIES:

1. Have a good knowledge of the clubs' structure and its key processes and procedures.
2. To liaise with the appropriate Regional Development Officer, Local Authority Sports Development Officer, Swimmark Club Committee and Club members.
3. To organise and oversee the audit and action planning stages of the Swimmark process within the Club, ensuring that information is correct and meets all the accreditation criteria.
4. To keep the Club updated on their progress through the Swimmark process.
5. To ensure that Club members are informed of Swimmark courses and seminars.
6. To liaise with the Treasurer and Management Committee with regard to funding the implementation of the Club's Swimmark Action Plan.
7. To follow and promote the Club/Swim England Safeguarding policy.

Signatures: Officer _____ Date: _____

Chairperson _____ Date: _____