

## swim21 Co-ordinator

### **Role Objectives**

The swim21 Co-ordinator will be the key point of contact for Swim21 within a club i.e. having knowledge about the ASA club accreditation programme, in addition to collating and uploading information to the ASA swim21 portal in line with ongoing Annual Health Checks

### **Duties and Responsibilities**

- To co-ordinate and oversee the clubs swim21 submission, ensuring that information is accurate and meets all swim21 criteria
- To work with the club Committee, in addition to working alongside an ASA Club Development Officer/Regional Officer(s) to ensure club information is submitted correctly
- To keep the club fully updated on their progress through swim21
- To liaise with the club Treasurer and Management Committee with regard to funding the implementation of the Club Development Plan
- To maintain knowledge about the ASA swim21 accreditation programme (Essential, Network and Performance Modules (<http://www.swimming.org/asa/clubs-and-members/swim21-accreditation/>))
- To be a key point of contact for Sport England's Clubmark accreditation programme (<http://www.sportenglandclubmatters.com/club-mark/>)

### **Skills and Qualifications**

- Sound organisational and delegation skills
- Excellent administration skills
- Enthusiastic and approachable
- Good communication and time management skills

### **Role Details**

This is a voluntary role

Time commitment required will be determined by the club