

SCHOOLS LIAISON OFFICER 14

Role

To play a vital role in working with local education establishments and organisations

RESPONSIBLE TO: Club Chairman

Skills

- Well organised and efficient
- Sound knowledge of the club
- Enthusiastic about the role young people can play in your club
- Confident and effective communicator

Main Duties

- Source, establish and develop sustainable links with local schools
- Manage and promote club links with identified schools
- Liaise with Development Officer, Club Coach and Head teacher to organise taster/come and try sessions
- Invite pupils to attend specific taster/come and try sessions
- Communicate delivery of taster sessions to schools
- Liaise with local Schools, Sports/Swimming Development Officer, Schools Sports Coordinators & Active Sports Swimming Development Officer (where applicable)
- Attend local Swimming Festivals
- Distribute information as required to Schools

Commitment

Ongoing weekly responsibility as required

Benefits to Self

An opportunity to create valuable links with local young people and contribute to the future successes of the club

Further Development/Support

How to Communicate Effectively

A resource provided by Running Sport, available to download from their website

www.sportengland.org/runningsport

'The Role of the Secretary' ; 'Developing Your Sports Action Plan'

Resources provided by Running Sport, available to download from their website

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Further training opportunities are available through the ASA Regional Training Network, for your nearest training centre visit the ASA website www.britishswimming.org or telephone the ASA on 01509 618700

If you have any queries regarding volunteering within the sport contact your County Volunteer Coordinator, details available on the ASA website www.britishswimming.org > *Volunteers and Officials*

Useful Websites

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| ASA website | www.britishswimming.org |
| Sport England | www.sportengland.org.uk |
| NSPCC | www.nspcc.org.uk |
| Volunteering England | www.volunteering.org.uk |
| Millennium Volunteers | www.millenniumvolunteers.gov.uk |
| DO-IT | www.do-it.org.uk |
| CSV | www.csv.org.uk |
| Sports Coach UK | www.sportscoachuk.org |

Signatures: Officer _____ Date:

Chairperson _____ Date: