

## WORKFORCE DEVELOPMENT OFFICER 25

### Role

To keep up to date with all relevant courses and workshops being arranged by ASA.

**RESPONSIBLE TO:** Swimming Committee

### **SKILLS REQUIRED:**

- Communication Skills
- Well Organised
- Enthusiastic
- Ability to motivate

### **MAIN DUTIES**

- Identifying the aims and needs of the clubs teachers , coaches and volunteers .
- To seek out and identify appropriate courses.
- Select and arrange courses for the appropriate candidates and keep the club register of attendees.
- To liaise with the Volunteer Co-ordinator to seek and identify appropriate volunteers and new recruits.
- To develop, along with the committee, the clubs Action Plan.
- To implement current action plan.
- To develop along with the Team Manager and Club Coach the teaching and coaching activities of the club
- To follow and promote the ASA Child Protection policy

**Time Commitment:** 1 to 2 hours plus per week approximately

**Signatures:** Officer \_\_\_\_\_ Date: \_\_\_\_\_

Chairperson \_\_\_\_\_ Date: \_\_\_\_\_

### **Further Development/Support**

How to Communicate Effectively

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

[www.sportengland.org/running/sport](http://www.sportengland.org/running/sport)

Visit the ASA website [www.britishswimming.org](http://www.britishswimming.org) > [Development](#) for more information on the Swim 21 process or contact your ASA Regional Development Officer.

Further training opportunities are available through the ASA Regional Training Network, for your nearest training centre visit the ASA website [www.britishswimming.org](http://www.britishswimming.org) or telephone the ASA on 01509 618700

### **Useful Websites**

ASA website  
Sport England  
Sports Coach UK

[www.britishswimming.org](http://www.britishswimming.org)  
[www.sportengland.org.uk](http://www.sportengland.org.uk)  
[www.sportscoachuk.org](http://www.sportscoachuk.org)