



Oxfordshire & North Buckinghamshire Counties ASA

COUNTY DEVELOPMENT CAMP ADMINISTRATOR – ROLE DESCRIPTION

JOB TITLE

Oxfordshire & North Buckinghamshire Counties ASA – **COUNTY DEVELOPMENT CAMP ADMINISTRATOR**

JOB PURPOSE

To coordinate and assist with the delivery of the ONB County Pathway Development Camps, working closely with the ONB Head Coach.

RESPONSIBLE TO

The Oxfordshire & North Buckinghamshire Counties ASA Committee

Remuneration: £TBC flat fee (inclusive of travel and subsistence).

MAIN TASKS, DUTIES AND RESPONSIBILITIES

PURPOSE: The overall purpose of the County Development Camp Administrator is to:

- Work closely with the ONB Head Coach to select swimmers and ensure successful delivery of the ONB County Development Camp programme.
- Produce and work to a budget for the Camps, liaising with the ONB Treasurer and gaining ONB Exec Cttee approval prior to expenditure.
- Source pool and gym venue for camps.
- Arrange dates for camps and online learning.
- Create initial County Development Camp paperwork for coaching staff and swimmers.
- Advertise dates of camps and staff roles on ONB website and twitter.
- Communicate effectively with swimmers, staff and parents
- Produce and manage all swimmers, staff and other associated paperwork for County Development Camps, including the checking of staff DBS/safeguarding certificates.
- Order Swimmer and staff County Camp Hats/Tshirts.
- Attend the face-to-face camps and provide administrative support.
- Attend SER webinars/training for Pathway Development
- Attend ONB Exec Cttee mtgs and update Cttee on County Development Camp matters.

SKILLS & ATTRIBUTES

- Must have some knowledge/understanding of swimming
- Must possess a valid DBS and safeguarding certificate
- Committed to ongoing learning
- Excellent planning, interpersonal, administrative and communication skills.

- A team player with the tact and diplomacy and an ability to work independently and use own initiative

TERM

The person volunteering for this role should expect to be in post for a minimum of 2 years. It may be possible to job-share this post.