

Patrons: Sharron Davies MBE, Stephanie Millward MBE

Academy Co-ordinator

Role

To ensure the smooth running of Team Bath AS Academy Swimming Squad. The Academy Co-ordinator is the central point of contact for administration, information and communication reporting to the Chairperson. They are part of the link between members, potential members, and external organisations.

Skills

- Be an excellent communicator with good verbal, written and IT skills
- Have good administration skills
- Have excellent organisational skills
- Have the ability to maintain confidentiality
- Have the ability to work with others, both inside and outside the club

Main Duties

- To help with the day to day running of the Academy including organising 'taster' sessions to attract new swimmers.
- To liaise with the club's Communications Manager about publicity for the Academy and provide 'good news' stories.
- To keep up to date with bookings for all training locations by communicating with the Facilities Bookings Coordinator and ensuring that the appropriate lanes are hired and are value for money.
- To take guidance from the Head Coach and Academy Lead Coach regarding competitions, Academy criteria and training progress referring any questions to the appropriate person.
- To engage positively with members families ensuring that the squad is kept up to date with pertinent information, replying to basic questions or forwarding emails or queries to the relevant volunteer, coach or committee member.
- To liaise with the club's Membership Secretary and Treasurer as appropriate about new and existing members so that they can set up and update membership records and fees.
- Promote volunteering for the club to Academy families and refer any offers of help to the Training and Development Officer or Volunteer Coordinator.
- To provide a report prior to committee meetings about the current status and progress of the Academy.

Commitment

- Ongoing commitment
- Attendance at monthly committee meetings

Benefits to Self

Contribution to ensuring that the Academy is well run and providing an opportunity to make a real difference to the success of your club.

Training requirement

Current Safeguarding and Protecting Children certificate