

Patrons: Sharron Davies MBE, Stephanie Millward MBE

## Training Organiser

### Role

To be responsible for organising the training of volunteers and staff within the club. The Training Organiser reports to the Training and Development Officer. This is a non-committee role.

### Skills

- Enthusiastic with a good knowledge of the club and volunteer roles required
- Be an excellent communicator with good verbal, written and IT skills
- Have a knowledge and empathy for volunteer needs
- Have good organisational skills

### Main duties

- To co-ordinate and help organise training for the club ensuring that courses are registered correctly with the awarding bodies.
- To liaise with external training providers and tutors for the provision of training.
- To book rooms, provide documentation and resources for courses.
- Advertise courses with help of the communications team, provide booking advice and ensure that resources are used effectively.
- Provide the Treasurer with information regarding charges and invoices.
- To provide information on courses to the Team Bath AS members and extend availability to surrounding clubs and counties plus to Swim England South West.
- Keep records in line with GDP
- To ensure that candidates and presenters are met and signed into the course or cover arranged to be if not available themselves.
- Ensure risk assessments are done for course where required through the Health and Safety Officer.
- Provide updates to the Team Bath AS Club Development and Training officer when requested.
- Provide updates for the club newsletter and other Swim England media through the Communications team.

### Commitment

- Ongoing commitment

### Benefits to Self

Contribution to ensuring a well-managed club and an opportunity to make a real difference to the success of your club.

### Training requirement

Current Safeguarding and Protecting Children certificate is desirable.