SwimMark Coordinator

Introduction

The SwimMark Coordinator is the key point of contact for SwimMark, Swim England’s recognised kite-mark for the development of effective, ethical, and sustainable clubs. The opportunity to gain SwimMark is available to all affiliated clubs, regardless of size and disciplines covered. Within SwimMark there are three modules that clubs can aspire to i.e., SwimMark Essential Club (baseline module), SwimMark Network and SwimMark Performance.

Skills and ability needed

* You will be enthusiastic with a good knowledge of the Clubs structure (including all staff roles), and key processes and procedures.
* You will have good administration and time-management skills.
* You will have excellent organisational skills, with the ability to delegate tasks when appropriate and obtain information from several areas, or individuals, within the club. You will be a sound communicator with good verbal, written and IT skills.

Main areas of responsibility

* To coordinate and oversee the Clubs SwimMark submission(s)\*, ensuring that information is correct and meets all the accreditation criteria.
* To maintain regular communication with the Swim England and/or Regional Club Development Officer(s) to ensure information is submitted correctly and on time.
* To update the Club and Management Committee on the progress of the SwimMark accreditation.
* To keep abreast of any developments to the SwimMark accreditation programme.
* To be the Clubs key point of contact for all SwimMark activities.

*\*This may include different SwimMark modules and/or the inclusion of several disciplines.*

Required Commitment

This will vary and will require thorough oversight and Management of the Swim England Online Management System (OMS). There will be periods particularly at the time of submission of SwimMark documentation, workload may increase, especially when clubs have gained more than one SwimMark module.

Available support

* Access to a wide range of SwimMark templates and guidance documents via the online SwimMark Portal and Swim England website.
* Direct contact with, and support from, Swim England and Regional Club Development Officers.
* Access to resources and guidance via the ‘Club Hub’.

Benefits for you!

This is an essential role for any club looking to achieve and maintain SwimMark accreditation. As well as your ability to coordinate and manage the Clubs SwimMark accreditation process, it is an opportunity to take on a new challenge and influence the development of the club and enhance the experience and opportunities for all its members.

Training requirement

* Current Safeguarding and Protecting Children certificate.