Training and Development Officer

Introduction

To be responsible for overseeing the training of volunteers and staff within the Club by providing appropriate training, support and recognition. The Training and Development Officer reports to the Chairperson.

Skills and ability needed

* You will be enthusiastic with a good knowledge of the club and volunteer roles required.
* You will be an excellent communicator with good verbal, written and IT skills.
* You will have a knowledge and empathy for volunteer needs.
* You will have good organisational skills.
* You will have a knowledge and understanding of funding streams is desirable.

Main areas of responsibility

* To be responsible for creating and implementing a Training and Development Plan and be involved in the wider club development plan.
* To complete a training analysis within the Club to identify any gaps in provision for the Club and develop and maintain a succession plan.
* To build effective relationships with volunteers, coaches and ASA officers e.g., Southwest Club Development Officer.
* To coordinate and help organise training for the Club ensuring that courses are registered correctly with the ASA awarding body or UK Coaching.
* To liaise with external training providers and tutors for the provision of training.
* To ensure that all members of the Club workforce paid and voluntary have role/job descriptions.
* To advertise courses, provide booking advice and ensure that resources are used effectively.
* Ensure funding streams are utilised in conjunction with the Fundraising Officer.
* To provide information on courses to the Club and extend availability to the South West if required.
* To nominate and recognise volunteers, coaches for appropriate awards or local schemes.
* Ensure the club is aware of schemes like Young Volunteers.
* Provide updates for the club newsletter and Somerset ASA.

Required Commitment

This will vary but will include attendance at Club Management Committee meetings.

Available support

* Access to resources and guidance via the ‘Club Hub’.
* Direct contact with and support from the Swim England Club Development Officers
* Direct contact with and support from the Swim England Volunteering Team.
* Access and support from other Swim England teams as required by your club, including (but not limited to), membership, Institute of Swimming, England Talent Teams, and Discipline specific Development Officers.

Benefits for you!

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.