



## **Background**

Nova Centurion Swimming Club is the competitive outlet of the Nottinghamshire County Swim Squad. The County Swim Squad was one of the first squads to operate in the country and formed a model for many similar type of squads across Britain. There are two main sites, Nottingham, and Mansfield both with qualified coaches, so that no swimmer has to travel too far to get top quality training. In addition, there is a Development Squad in Newark & Southwell.

Nova Centurion and Nottingham City Council have a long-standing and successful working relationship that spans over 45 years since the squad was established in 1976 working in partnership with the backing of Nottingham City Council. In the past and to the current day they have provided the programme with the use of top-class facilities which in turn helps develop our athletes at all levels ranging from County standard through to International medallists.

The programme first started with Nottingham City Council at Victoria Baths in Sneinton and was then based at Beechdale Baths prior to moving into Harvey Hadden Sports Village in 2015. The Sports Village is the flagship facility of Nottingham City Council. The £16m redevelopment is the home of Nova Centurion where the squad trains, and also hosts all of our competitions throughout the swimming season.

Since 1976 the Squad has also had the backing of the Nottinghamshire County Council who, until April 2012, had the day-to-day running of the Squad. From that time the Squad has been run by Notts ASA. During these years, under the Nova Centurion banner the Squad has become one of the most successful in the country, having won the Great Britain Club Team Championships and been the Top Team at both the National Senior, Youth and Age Group Championships on numerous occasions. Regularly swimmers have been put on National teams with successes culminating in the two Olympic Gold medals won by Rebecca Adlington in 2008 in Beijing with Sam Hynd winning Gold and Bronze in the Paralympics. In the London Olympic Games in 2012 Rebecca won two bronze medals. In the Paralympics Ollie Hynd won Bronze, Silver and Gold and Charlotte Henshaw won a Silver. In the 2016 Paralympics Ollie Hynd won two Gold medals and one Silver, and Charlotte Henshaw won a Bronze.

## **B2 Squad Coach & County Swim Squad/Nova Centurion Administrator**

We are currently seeking an outstanding individual for the role of lead coach for the County Swim Squad/Nova Centurion B2 Squad & Squad administrator where you report directly to the Director of Coaching.

We will consider applications from suitable individuals that may be interested in either the coaching or admin roles, if split these roles would be on a part time basis.

Your duties will include those set out in Schedule 1 as detailed below (Job Description and Duties). You may also be required to carry out such additional or alternative duties as the Association may from time to time reasonably require of you.

Your normal place of work will be at Harvey Hadden Sports Village and University of Nottingham Pool, or any other location within Nottinghamshire at which you may reasonably be directed by the Association to work.



**Contract Type:** Permanent

**Qualifications:** Coaching Swimming: Level 3 Award or Swimming: Level 2 Swimming Coach Certificate

**Working Hours:** Full or Part time

**Location:** Nottingham

**Salary:** Dependant on experience & Qualifications

**Closing Date:** 11th October 2021

## Schedule 1

### Job Description and Duties

#### **Coach, Notts County Swim Squad**

Provide coaching for swimmers on the County Swimming Squad enabling the progression of swimmers from development to a performance level.

#### **Key Tasks**

- a. develop and support the County Swimming Squad programme
- b. Coach and support developing swimmers along the talent pathway to podium success
- c. Contribute to the ongoing development of the Squad as an active member of the team.

#### **Hours of work**

Monday – 5.30am to 8am

Tuesday – 6.30pm to 8.45pm

Thursday – 6.30pm to 8.45pm

Saturday – 7.15am to 10.45am

Admin hours will be as required by the Director of coaching

#### **Principal Responsibilities and Duties**

##### **Planning**

1. Plan and support delivery of swimming sessions for Squad swimmers including basic land sessions.
2. Attend coach's meetings to plan and deliver a swimming programme on an annual basis in conjunction with the other coaches and ensure it promotes progressive skill and competitive development and enjoyment.
3. Plan and support delivery of review meetings with individual swimmers, parents and relevant coaches for goal setting to meet the individual needs of swimmer's goals.
4. Attend meets relevant to the squad you coach as detailed in the seasonal plan to support the swimmers and represent the squad. This plan may be subject to amendment throughout the season as some dates may change.
5. Also attend any national and regional training sessions relevant to the sport and squad.
6. In addition to relevant coaching qualifications being updated as required, where possible coaches should also take, and update as required, the National Rescue Test for Teachers and Coaches.
7. Attend any induction and/or de-brief meeting and training for continuous professional development as required.
8. Review the development needs and communicate information and resources to encourage young people to adopt healthy active lifestyles in the long term.



## **Talent Identification**

9. Liaise with the Director of Coaching regularly to review and develop the talent identification system for swimmers in the county.
10. Establish appropriate links for individual swimmers to enable progression to the next level.

## **People and Resource Management**

11. Work with the Director of Coaching or his representative, to implement a minimum of one fully recorded session observation on an annual basis (including personal development plan and training needs analysis) and liaise with the Director of Coaching to identify and fulfil training needs
12. Ensure that all necessary administrative tasks (register, accident forms, personal profiles etc.) are completed as required.
13. Ensure compliance with codes of conduct (coaches, volunteers, swimmers, and parents) at all times and challenge others who fail to comply in line with the policies set for the squad.
14. Ensure high standards of customer care and a quality service at all times.

## **Monitoring and Evaluation**

15. Assist in recording the tracking of young people through the swimming pathway.
16. Collate monitoring of numbers of participants and exit routes for the Director of Coaching at least twice a year.
17. Liaise with the Director of Coaching at least twice a year to monitor and evaluate the programme
18. Assist in the monitoring and evaluation of activities and produce short reports as appropriate for the Director of Coaching, Nottinghamshire ASA and East Midlands SE.
19. Assist in producing an annual programme with clearly defined performance indicators.

## **Administrative tasks/programme management**

20. Produce, collate & submit competition entries for all Nova Centurion squads, this will include producing appropriate spreadsheets emailing to all squad coaches, posting entries on the club website for parents to make appropriate payments & also submitting entries in a timely manner.
21. Maintenance & updating of our Team Unify website with particular attention being paid to ensure membership is kept up to date and submission of yearly membership registration/when new members join the County Swim Squad.
22. Assist the Director of Coaching and other Senior coaches in organising/planning travel arrangements and accommodation for away trips/open meets.
23. Any duties required in relation to the planning/organisation of Nova Centurion Open Meets, such as but not limited to organisation of volunteers/officials, collation of entries for the meets etc.
24. All admin duties associated with the Nova Centurion development camps, this will mainly include the formulation of registers and advertising camps on the club website and external websites such as the Swim England East Midlands website.
25. Any coaching cover required for Performance/A Squads should the Director of Coaching or Senior Coaches be away on duties with any respective Governing Bodies.
26. Monitor & check monthly training fees and yearly club/membership fee.
27. Any other duties reasonably expected by the Director of Coaching to ensure that the smooth daily running of all programme activities is maintained.



To apply a CV & Covering letter should be sent to our Director of Coaching Nathan Hilton at [Nathan.hilton@novacenturion.co.uk](mailto:Nathan.hilton@novacenturion.co.uk), any queries or for an informal chat please use the same email address.

