



Description

To co-ordinate all Swim 21 activity and submission for Redhill and Reigate swimming club.

Skills

Well organised and efficient

Database skills

Planning skills

Confident and effective communicator **Main Duties**

To liaise with the appropriate Regional Development Officer, Local Authority Sports Development Officer, Swim 21 Stakeholders, Club Committee and Club members.

To organise and oversee the audit and action planning stages of the Swim 21 process within the club.

To keep the Club updated on their progress through the Swim 21 process.

To ensure that Club members are informed of Swim 21 courses and seminars.

To liaise with the Treasurer and Executive Committee with regard to funding the implementation of the Club's Swim 21 Action Plan.

To follow and promote the ASA Child Protection policy and ensure that it is a key focus of the club.