



## **ORPINGTON OJAYS SWIMMING CLUB HEAD COACH**

### **JOB DESCRIPTION**

**Job specification:** To work with the club to plan and deliver engaging, progressive training to our top squad, help organise the club's competition calendar, and develop the coaching team.

**Accountable to:** Orpington Ojays chair and committee.

#### **Qualifications, skills and attributes required:**

- Swim England Level 3 Coach Award (or strong Level 2, working towards Level 3)
- Good communication skills (verbal and written)
- Enthusiasm and passion for swimming
- Supervisory and management experience, and mentoring skills

#### **Main responsibilities include:**

- **Plan and deliver coaching to top squad in line with the club's code of conduct and child protection policies**
  - Deliver progressive training plans to engage the swimmers and develop their talent
  - Set goals with the swimmers and hold regular meetings throughout the year to review these goals
  - Work with the land-training coach to develop the swimmers' fitness levels
- **Leadership of coaching staff**
  - Support the committee with the management, development and retention of coaching team.
  - Hold regular coaches' meetings to review the swimmers' squad progression and ensure a consistency of approach with training techniques and methods, and to plan the competition programme
  - Ensure that all sessions are covered during coaches' absences
  - In collaboration with the welfare officer and the SwimMark manager ensure all coaching staff hold the relevant insurance, qualifications, safeguarding and DBS certificates.
  - Provide a monthly coaching report to the committee
  - Identify and discuss any skill gaps with coaches, and highlight training requirements
  - Develop and support the assistant coaches



- Work with the finance team to understand and monitor the club's budget for coaching staff
- Ensure the coaches comply with pools' health and safety procedures
- Ensure the coaches comply with Swim England policies including welfare and child protection
  
- **Organising the competition programme**
  - Work with the gala secretary to identify which open and league galas the club's swimmers should enter each season
  - Manage team selection for league galas
  - Attend competitions and arrange the attendance of other coaches for club-supported galas
  - Write gala reports and send to the communications officer for sharing on the website
  - Use of social media for updates at events
  
- **Liaison with the committee**
  - Provide a monthly coaching update report
  - Attendance at committee meeting as required
  - Discuss and agree the club's strategy and goals for each season
  
- **Other responsibilities:**
  - Attend the AGM and presentation evening presenting annual reports
  - Work with the core coaches to monitor and communicate the criteria for each squad
  - Deliver an intensive week of training for the club's elite swimmers on a winter training camp abroad in October half term, every other year. The next camp is booked for 23-30 October, 2021.
  - Monitor the development and progression of swimmers.
  - Undertake an annual review of squad structure and provide recommendations for changes
  - Suggest and engage with additional educational experiences for swimmers for example guest coaches, nutrition guidance, or mental-health workshops
  - Represent the club as requested to form and continue good relations with the county and region, and with neighbouring clubs
  
- **Salary:** Competitive (On a self-employed basis).