



## Assistant Head Coach

Bridgend County Swim Squad are looking for a new Assistant Head Coach.

Bridgend County Swim Squad is the only Performance based swimming club in the County Borough and is 1 of 11 Performance Clubs funded and supported by Swim Wales. Currently over 150 members, the Club has recently restructured, improving the overall development and performance pathway and solidifying strong links with Halo Leisure and Bridgend County Council. The Club looks to continue to grow in both Club Development and Performance. Bridgend County Swim Squad has a rich history of placing athletes on International & National Teams.

Working set hours as directed by the Head Coach, that includes weekends and early mornings. The role also includes attendance at competitions identified by the Head Coach.

Holding a minimum of Level 2 Swimming Teacher or ASA/UKCC Level 1 Coaching (but prepared to work towards ASA/UKCC Level 2). Candidates must also hold a valid UK Driving License.

The successful candidate will oversee the Competitive Skills and Development Squads of the Club. Alongside this, he/she will have opportunities to work with the Performance Youth Squad.

The right candidate will also work alongside the Head Coach and Executive Committee in the planning, structure and future development of the Club.

This role will comprise of 20-22 hours of direct coaching on poolside, plus land training. The role will also include 5-8 hours per week of Club/Squad admin, which includes planning of sessions, general e-mails to parents, upkeep of registers, relay/team selections and any other errands requested by the Head Coach and Executive Committee. You will also be expected to attend 1 coach meeting per month and be in regular contact with the Head Coach.

In turn, the club will also provide the candidate with NPLQ training, and support the successful candidate in further developing themselves, such as support on CPDs and future training.

If you are interested in the post, please send a cover letter and CV including references to Mr Roland Nicholas, BCSS Chairman via [bcss-chair@outlook.com](mailto:bcss-chair@outlook.com)



**Employer: Bridgend County Swim Squad**

**Job Title: Assistant Head Coach**

**Salary: £13,000 to £15,000 (Depending on experience & Qualifications)**

**Job Purpose:**

Working as part of the Bridgend County Swim Squad team, you will be responsible for the delivery of swimming coaching within the Borough and assisting the Head Coach / Executive Committee in the running of the Club.

**Location:**

Mainly based at Ynyswdre Fitness and Swimming Pool, Tondu, however, the candidate will also be working at various pools within the Bridgend Borough such as Pencoed, Pyle & Maesteg.

**Principle Responsibilities:**

- To be responsible for the effective coaching, co-ordination, assessment and development of swimmers in line with Long Term Athlete Development Plan and the Club's Swimming Programme, direct by the Head Coach.
- To work with the Head Coach in the effective management of all strategies, procedures and systems relating to the swimming programme.
- Directly responsibility for the coaching, swimming education and welfare of the squads designated to you by the Head Coach. This will include Dry Land Training and a structured cycle of training as directed by the Head Coach.
- To provide lifeguard cover in accordance with the NPLQ training provide by the Club and Halo Leisure, in order to deliver at early morning training sessions.
- To develop and assess a talent ID system for younger swimmers in the Club
- To oversee the recruitment of swimmers in the local area into the Club. This role involves promotion, liaising with Halo teaching staff, and directly taking trial sessions.
- To assist the Head Coach in selecting teams and relays, in line with the Clubs Relay and selection policy as set out by the Head Coach.
- Expected to manage and coach the groups inline with Swim Wales Child Safeguarding Policy endorsed by Bridgend County Swim Squad Committee and the BCSS Code of Conduct for Swimmers, Staff and Parents.
- To ensure health and safety of Staff and Swimmers is a priority at all sessions.
- Attend Competitions designated by the Head Coach both Locally, Nationally and Internationally.
- To educate volunteer coaches and work together to achieve goals. This will also involve delivery sessions at internal CPDs and sending session plans to volunteer coaches to deliver.



- Deliver supervision of Squad members when on away trips or overseas training camps, in tandem with Clubs Team Managers.
- To cover for the Head Coach when away, and assist/cover other coaching staff if away on holiday.
- To ensure professional conduct at all times with particular reference to punctuality, dress, organisation and communication skills.

### **Administration Roles**

- Complete and record attendance sheets for all squads, and review monthly the attendance percentages for squads and individual swimmers. This is to be reported back to the Head Coach monthly.
- Work with the Head Coach to plan an accurate Yearly, Monthly and Weekly training programme for the Performance and Competitive Squads.
- Support Head Coach in maintaining accurate coaching records, and the planning of the competition and training calendar for all squads
- Regularly communicate and contact parents/swimmers in regards to upcoming competitions and advise on entries.
- Review your own Performance and Development needs in conjunction with the Swimming Programme, and set targets with Head Coach after a 6 monthly review to further improve yourself, your coaching and the Club.
- Report directly to the Head Coach and Bridgend County Swim Squad Committee and complete necessary forms or procedures for any matters concerning personal leave, absence or illness.
- Deal with the everyday admin of running the Club and any other administrative tasks as directed by Head Coach.
- Report any welfare or behavioural issues immediately to welfare officers and committee, in line with Swim Wales Child Safeguarding Policy.

### **General**

- The candidate shall carry out his/her duties with the approval of Head Coach and the Bridgend County Swim Squad Committee.

## Person Specification

### Assistant Head Coach

<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>• ASA UKCC Level 1 Swimming Coaching or Level 2 Swimming Teacher</li> <li>• Full UK Driving License</li> <li>• Comply to Full DBS Check</li> <li>• RLSS NPLQ (or willingness and ability to obtain Qualification)</li> </ul>	ASA UKCC Level 2 Swimming Coaching
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Ability to deliver sound technical coaching to swimmers of all ages and abilities, including para-swimming</li> <li>• Knowledge and delivery of Swim Wales Drills</li> <li>• Knowledge of Swim Wales Child Safeguarding Policy</li> <li>• Experience in coaching, managing and administrating an Age Group Swimming Programme</li> <li>• Knowledge of Long Term Athlete Development</li> </ul>	<ul style="list-style-type: none"> <li>• Coaching and delivering sessions in a Club environment</li> <li>• Degree in a Sports Related Subject</li> <li>• Experience in Coaching Youth Swimmers to British and Welsh National Level</li> </ul>
<b>Skills and Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Ability to work on own or as part of a team</li> <li>• Flexible</li> <li>• Smart and Professional appearance</li> <li>• Reliability</li> <li>• Approachable</li> <li>• Strong Communication Skills both verbally and via e-mail</li> <li>• Honest</li> <li>• Punctual</li> </ul>	<ul style="list-style-type: none"> <li>• Self esteem</li> <li>• Initiative</li> </ul>



## **Employee benefits**

**Salary:** £13,000 to £15,000 (dependent on Experience and Qualifications)

### **Annual Leave**

The Leave entitlement for a full year commencing on 1<sup>st</sup> April is 24 days. In addition, there are 8 statutory days. The Club currently operates a two-week summer shutdown and this will formulate part of your leave entitlement.

### **Continued Professional Development**

Bridgend County Swim Squad will, wherever possible, provide the successful applicant with opportunities for further professional development, mentoring from the Head Coach, allocate appropriate funding for coach's courses and provide support in attending external coach development opportunities within Swim Wales.

### **Expenses**

The successful applicant will be able to claim expenses for Competitions at 0.25p per mile to the venue and back. Within this, there is expense for up to £10 per day if there is no food available for coaches.

## **Conditions of Service**

### **Working Hours**

You will be required to work up to 25 hours per week, to include poolside coaching and administrative duties, at the discretion of the Head Coach and Bridgend County Swim Squad Committee.

### **Location**

Your working locations will normally be spread across the 4 competitive swimming pools within the Bridgend County Borough.

### **References**

Appointment is subject to a minimum of two satisfactory references. Wherever possible, these should be from previous employees.

### **Criminal Records**

An enhanced Disclosure Check by the Criminal Records Bureau will be necessary for the successful applicant.

**For an informal discussion and more information relating to the above job role, please contact Head Coach Mr Matt Williams, [mfswimcoach@gmail.com](mailto:mfswimcoach@gmail.com)**