

Bridgend County Swim Squad



Assistant Head Coach

Job Information Pack



Assistant Head Coach

Bridgend County Swim Squad are looking for a new Assistant Head Coach following the promotion of the current coach to a British Swimming High Performance Centre.

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. With over 150 members and continually growing, 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.

The successful applicant will work set hours as agreed by the Head Coach, including weekends and early mornings. This role will comprise of direct coaching on poolside, plus land training, Club/Squad admin, which includes planning of sessions, general e-mails to parents, upkeep of registers, relay/team selections and any other tasks requested by the Head Coach and Executive Committee. The role also includes attendance at competitions identified by the Head Coach. You will also be expected to attend 1 coach meeting per month and be in regular contact with the Head Coach.

Applicants should hold a minimum of UKCC Level 2 Coaching (or UKCC Level 1 working towards UKCC Level 2). Candidates must also hold a valid UK Driving License.

The successful candidate will work with the Head Coach to oversee and deliver the Competitive Skills Section of the Club. Alongside this, he/she will have the opportunity to work with the Performance Youth & Age Group Squad daily.

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

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.

There is an additional opportunity to be employed by Halo Leisure as a Swimming Teacher & Lifeguard, a role that offers a competitive salary rate.

If you are interested in the post, please send a cover letter and CV including referees to:

Mr Roland Nicholas, BCSS Chairman via bcss-chair@outlook.com



Employer: Bridgend County Swim Squad

Job Title: Assistant Head Coach

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

An additional salary can be negotiated through employment as a Swim Teacher/Lifeguard role for Halo Leisure

Closing Date for applications: Saturday, 15th June 2019

Job Purpose:

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

Location:

Mainly based at Ynysawdre Fitness and Swimming Pool, Tondu, however, the candidate will also be working at various pools within the Bridgend County 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, directed 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 responsible 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 provided 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 the Club's 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

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



Employee benefits

Salary: £13,000 to £15,000 (dependent on Experience and Qualifications) with automatic enrolment in a Pension Scheme.

Additional Salary: Opportunity for employment as a Swimming Teacher/Lifeguard with Halo Leisure at competitive rates (further information will be available).

Annual Leave

The Leave entitlement for a full year commencing on 1st 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 a possible 25 hours per week, to include poolside coaching and administrative duties, which will be negotiated and agreed by you, 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 current or previous employers.

Criminal Records

An enhanced Disclosure and Barring Service (DBS) Check by the relevant organisation 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, [mfwsimcoach@gmail.com](mailto:mfwswimcoach@gmail.com)