

Bridgend County Swim Squad



Assistant Coach Job Information Pack

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Job Advertisement

Bridgend County Swim Squad

Assistant Coach

Salary £13,000 - £15,500 (depending on experience & qualification)

Closing Date for applications: Friday, 24th August 2018

We are looking for enthusiastic and flexible individual to work as an Assistant Coach with Bridgend County Swim Squad.

Working set hours including weekend working you will be responsible for coaching and evaluating various squads within Bridgend County Swim Squad. The post also includes attendance at competitions identified by the head coach.

Holding a minimum of an UKCC Level 2 Coaching (Or UKCC Level 1 Coaching working towards UKCC Level 2 Coaching) qualification for teaching / coaching swimming. You will require excellent communication skills and be able to manage groups of swimmers at various ages.

As part of the post you will be require to have the use of a vehicle for business use and hold a full UK driving Licence.

If you are interested in applying for this post please send your CV together with referees contact details before the closing date to Mr Roland Nicholas via email:

bcss-chair@outlook.com

Job Description

EMPLOYER:	Bridgend County Swim Squad
POST:	Assistant Coach
GRADE OF POST:	Part Time
RESPONSIBLE TO:	Bridgend County Swim Squad Committee

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 supporting the head coach.

PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

1. To be responsible for the effective coaching, co-ordination, assessment and development of Swimmers in line with the Long Term Athlete Development Plan and the Club's swimming programme.
2. To work with the head coach in the effective management of all strategies, procedures and systems relating to the swimming programme.
3. Direct responsibility for the coaching and swimming education of the groups designated to you by the head coach. This will include Dry Land Exercises and a structured cycle of training agreed with the Head coach.
4. To provide lifeguard cover in accordance with your lifesaving qualification and building induction at early morning training sessions.
5. You will be expected to manage and coach the groups in line with the Swim Wales Child Safeguarding Policy endorsed by Bridgend County Swim Squad committee.
6. Implementation of any specific coaching techniques or training sets designated by the head coach.
7. To ensure health and safety of staff & swimmers is a priority at all sessions undertaken.
8. Attend all Coaches meetings as necessary.
9. Attend Competitions designated by the head coach both locally, nationally and international.
10. To liaise with the head coach.
11. To educate volunteer coaches, and work together to achieve the relevant goals.

12. Supervision of Squad members on trips away and in the competition and training environment.
13. Cover for colleagues when necessary.
14. To ensure professional conduct at all times with particular reference to punctuality, dress, organisation and communication skills.

Administration

1. Report directly to the Bridgend County Swim Squad committee and complete the necessary forms or procedures for any matters concerning your personal leave or illness.
2. Supporting the head coach in maintaining accurate coaching records.
3. Reviewing your own performance and development needs in conjunction with the swimming plan, and jointly set targets for change, development and continuous improvement to enhance coaching delivery.
4. Complete monthly attendance sheets, relevant statistics, Personal Best Time Sheet records and any other administrative procedures that are requested by the Head Coach.
5. Report any welfare or behavioural issues immediately to the Welfare Officers and committee, in line with the Swim Wales Child Safeguarding Policy.

General

1. The post holder shall carry out his/her duties in line with the Head Coach and Committee

Signed: _____

Name: _____
(Print)

Date: _____

The tasks and responsibilities within this job role may vary and evolve to meet the changing needs of the Swimming Club.

In any event, the job description will be formally reviewed during an annual appraisal process.

Person Specification

Assistant Coach

Attributes	Essential	Desirable
Qualifications & Training.	<ul style="list-style-type: none"> • ASA UKCC Level 1 Teaching / Coaching • Driving License • To comply with a DBS check • RLSS NPLQ (or willingness and ability to obtain the qualification) 	<ul style="list-style-type: none"> • UKCC Level 2 Coaching (Or UKCC Level 1 Coaching working towards UKCC Level 2 Coaching)
Knowledge & Experience	<ul style="list-style-type: none"> • Ability to deliver sound technical coaching to swimmers of all ages and abilities including disability swimming. • Knowledge of Swim Wales Child Safeguarding Policy • Experience in coaching, managing and administrating an age group swimming programme • Knowledge of Long Term Athlete Development at all levels 	<ul style="list-style-type: none"> • Coaching in a Swimming Club setup • Degree in Sports Science or Related Subject • Experience coaching Youth Swimmers to British National Level
Skills & Personal Qualities	<ul style="list-style-type: none"> • Ability to work on own or as part of a team • Flexible • Smart Professional Appearance • Reliability • Approachable • Communication Skills • Honest • Punctual 	<ul style="list-style-type: none"> • Self Esteem • Initiative

Employee Benefits

Assistant Coach

Salary: £13,000- £15,500 p.a (depending on qualifications and experience).

Annual Leave

The leave entitlement for a full year commencing on 1st April will be 24 days. In addition there are 8 statutory days. Leave entitlements will be pro-rata for part-time employees. The Club currently operates a two week summer shutdown and this will formulate a part of your leave entitlement.

Continuing Professional Development

BCSS will, wherever possible, provide the successful applicant with opportunities for further professional development; mentoring by the Head Coach; allocate appropriate funding for coaches courses and provide support in attending external coach development opportunities through Swim Wales.

Conditions of Service

Assistant Coach

Working Hours

You will be required to work up to 20 hours per week, to include poolside coaching and administrative duties, at the discretion of the Head Coach and BCSS Committee

Location

Your working hours will normally be spread across the 4 competitive pools in Bridgend County Borough.

References

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

Criminal Records

An enhanced Disclosure Check by the Criminal Records Bureau will be necessary for the successful applicant, and appointment will not be confirmed before a satisfactory disclosure is received.

For an informal discussion relating to this job, please contact Mr Matt Williams, our head coach, on mfswimcoach@gmail.com