



City of Coventry Swimming Club

Alan Higgs Centre

Allard Way

Coventry

CV3 1HW

### **Assistant Swim Coach**

#### **Role Objectives**

To plan, develop and deliver the training and competition programme for the Junior Elite / High Achievers squads at City of Coventry Swimming Club

#### **Person Specification**

Possess excellent verbal and written communication skills and be IT literate

Have effective organisational skills

Be able to take responsibility for tasks, prioritising and scheduling work to ensure deadlines are met

Be able to lead by example, motivating and encouraging swimmers

Work well as a member of a team and calmly cope with stressful situations

Have high personal standards and high expectations of swimmers

Have good knowledge and understanding of Long-Term Athlete Development and the Optimal Athlete Development Framework

Possess Swim England Level 2 or equivalent Coaching Qualification (and be willing to work towards Level 3 or equivalent) and current Lifeguarding, Safeguarding, Child Protection and Health and Safety Training

Track record of progressing County swimmers

Current Driving License

#### **Duties and Responsibilities to include but not be limited to**

Deliver pre and post pool work and land training programme

Ensure a welcoming Club culture where swimmers can develop confidence and achieve their full potential

Support squads at home and away meets as agreed with Performance Swim Coach

Undertake squad administration as directed

Support and work with other squads and their coaches as directed by the Performance Swim Coach

Carry out assessments of new enquiries from our LTS and Pathways section as well as external enquiries

Work with parents and organise regular meetings setting targets for the swimmers and reviewing these.

Work with the Performance Swim Coach to run Underwater filming sessions alongside our half term swim camps

Co-ordinate the squad movements at regular intervals alongside the Performance Swim Coach and the coaching team



Conform to Swim England guidelines and Club policies and Codes of Conduct

Support the club to maintain SwimMark accreditation

Show a commitment to Continual Professional Development (CPD)

Demonstrate a willingness to undergo training including being involved in creating an Individual Development Plan to ensure future development

Any other duties as requested by the Performance Swim Coach and Trustees

The successful candidate will report to the Performance Swim Coach and be expected to work a minimum of 37.5 hours a week. (However, applications for a part-time post will be considered).

These hours are to be flexible and will include evenings and weekends. The main place of work will be the Alan Higgs Centre Coventry but the role will entail travelling to other locations within the city and UK.

Disclosure and Barring Service (DBS) check, references, qualifications and legal entitlement to work in the UK will be checked. Holiday and pension packages will be provided by the Club.

Applications and enquiries to Club Secretary [ruth.jelley@coventry-swimming.org.uk](mailto:ruth.jelley@coventry-swimming.org.uk)

For informal discussions regarding the role, please contact [paul.wilson@coventry-swimming.org.uk](mailto:paul.wilson@coventry-swimming.org.uk)