



### **Learn to Swim Coordinator Job Introduction**

<b>POST TITLE:</b>	City Of Coventry Swimming Club Learn to Swim Coordinator
<b>LOCATION:</b>	Alan Higgs Centre & Lyng Hall School (plus other Club pools)
<b>SALARY:</b>	£21,000-24,000 per annum pro rata (dependent on qualifications and experience) + company stakeholder pension
<b>HOURS:</b>	37.5 hours permanent contract
<b>RESPONSIBLE TO:</b>	Club Business Manager
<b>PURPOSE OF THE JOB:</b>	To help further develop and lead the Club's learn to swim programme (Coventry Swim School Limited).

As a result of our previous Swim Coordinator stepping down, the above position will become available from 9<sup>th</sup> September 2022 onwards. You will be responsible for the delivery, development and commercial growth of swimming within the programme and have the ability to form strong relationships with partners, teaching staff and all involved in the running of the programme.

A full job description & person specification are available from Ruth Jelley (Club Secretary) by emailing [ruth.jelley@coventry-swimming.org.uk](mailto:ruth.jelley@coventry-swimming.org.uk)

Application is by sending in CVs and a covering letter your reasons why you would like to be considered for the position to Ruth Jelley by email (above). Closing date for applications is 5pm Friday 9<sup>th</sup> September with interviews to be conducted as convenient from week commencing 19<sup>th</sup> September 2022.

For any informal discussions of the position please contact Jo Deakins [joanne.deakins@coventry-swimming.org.uk](mailto:joanne.deakins@coventry-swimming.org.uk) 07815 835526 (Club Business Manager). Please note Jo is away on annual leave from 20<sup>th</sup> August-4<sup>th</sup> September inclusive so an alternative contact for informal conversation is Paul Wilson [paul.wilson@coventry-swimming.org.uk](mailto:paul.wilson@coventry-swimming.org.uk) 07725 030483 (Performance Coach) during this time.

For any other information/discussions required regarding the application process please contact Ruth Jelley [ruth.jelley@coventry-swimming.org.uk](mailto:ruth.jelley@coventry-swimming.org.uk)