

Job description

Job title

Head Coach (Swimming) **Team**

June 2022 Date prepared/ Revised by Head Coach Post accountable to

Post directly responsible Direct supervision: 0 for employees (number of

workers)

Indirect supervision: volunteers

Main purpose

To assist the Head Coach in organising, developing and delivering a coaching programme to meet the needs of swimming in the Harrogate District, enabling swimmers at all levels from novice to international status, to reach their full potential.

Key contacts

Brimham's Active – DM Team Internal

External HDSC - Governing Bodies - Parents

Main accountabilities

Standard accountability statements

Health and safety You are required to comply with Brimhams Active Ltd's Health and Safety Policy and to take such steps as are

reasonably practicable for your own health and safety and that of your colleagues at work and those affected by your work. You must comply with your safety responsibilities and must co-operate with management in all respects for the full implementation of Brimhams Active Ltd's Health and Safety Policy. Your safety responsibilities are shown on the Health, Safety Responsibility Statement (HSRS) issued with your

contract of employment.

Equality and diversity The post holder must adhere to all policies and

procedures relating to equality and diversity in the

workplace and provision of services.

Learning and personal

development

The post holder has a personal responsibility for his or her own learning and development, and will maintain up to date records of achievement and attendance as required. The post holder must undertake the learning and training identified in the job skills matrix, and other relevant training that is identified and agreed with their

manager.

Data security

Safeguarding policy and procedures

Brimhams Active Ltd staff must, at all times, maintain personal responsibility for the safe and secure movement of data within, into and out of the company. The post holder will adhere to all Brimhams Active Ltd Safeguarding policies and procedures.

Main duties and responsibilities

- Under the guidance of the Head Coach, the Coach will take responsibility for the coaching of the Harrogate Swim Squad, ensuring that the participants are given the opportunity of achieving their maximum potential, up to and including international level.
- Prepare and supervise training schedules to ensure progression and development, including swimming programmes and advice on land training aspects.
- Maintains up to date records of individual achievements, attendance and personal best times.
- Be responsible for selecting swimmers entries into appropriate competitions.
 Attends specific galas as directed by the Head Coach and attends other top competitions alongside the Head Coach as required.
- To keep up to date with developments in Coaching.
- Liaison with the Committee of Harrogate District Swimming Club.
- Provides statistical data and reports in respect of the Swim Squads.
- Liaises with customers attending all sessions and works to ensure a high standard of customer care at all times.
- Attends meetings as requested by the Head Coach.
- The post holder may be required to work at any of the Council's recreation establishments at locations throughout the District.
- The demands of the service are such that the post holder is required to work very irregular or unsociable hours which may fall between the following times:

Monday - Friday
 Saturday
 Sunday
 5.00 am - 10.00 pm
 5.00 am - 10.00 pm
 5.00 am - 10.00 pm