

Blyth Lifeguard & Swimming Club



Executive Role Descriptions

About Us

BL&SC is a community club which includes Learn to Swim, Competitive Swimming, Lifeguarding and Lifesaving. The club is open to anyone over the age of 6 with no upper age. The club is all inclusive and holds various activities from social to displays and promotions.

The Learn to Swim section teaches and develops stroke & skill acquisition, encouraging young swimmers to meet their potential and progress into competitive swimmers and lifeguards. We continue to teach using the Swim England Learn to Swim National Framework. You will work through and achieve badges from stage 1 to stage 8. Our Adult session encourages learning to swim, stroke development and swimming for health & fitness.

The Competitive Section coaches competitive swimming skills in all strokes and develops technical swimming skills. We follow the Swim England competitive swimming awards program. Swimmers compete at Local, County, Regional and National competitions. Open to swimmers of all ages; subject to assessment of ability. Swimmers aged 9 and over are expected to enter swimming competitions each year.

Finally, our Lifeguard Section offers many different areas of lifesaving for everyone, we follow numerous programmes which enable us to offer Water Safety, Resuscitation and First Aid skills along with a comprehensive Aquatic Programme. There are numerous lifeguard opportunities up for offer to all members of the section, these include qualifications which can lead to employment both on the beach and in pools, we also deliver a comprehensive beach programme for our future lifeguards. We also offer a Sport Life Saving programme which allows the section to compete at local, regional, national and international levels.

If you would like to be part of the team and take on an Executive role please carefully read the job descriptions in this pack. Note: Post holders must be at least 18 years of age, hold a current DBS, should strive to update, refresh, renew and enhance relevant qualifications, in a spirit of continuous professional development.

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Chairperson

Location: All club locations and venues

Terms: 2 year, voted by the members

Reports to: Executive committee

About the Role:

The club chairperson is the principal officer for the club and is elected by the club members. To provide direction and leadership to the club, dealing with issues as and when they arise.

Qualifications:

None

Skills Required

- Well organised
- Communication skills
- Administration skills
- Leadership skills
- An understanding of the management & aims of all three sections

Responsibilities and Duties

- To follow and promote the RGB Child Protection policy.
- Chair Executive Committee meetings, Annual General Meetings and Special General Meetings, in accordance with the club constitution, maintaining order and ensuring that matters are discussed and decided in an appropriate manner.
- Ensure that questions and matters, which are properly raised are given due consideration and effectively discussed and resolved.
- Attend club functions
- Represent the club at external events, when called upon.
- Liaise with the club President and Deputies.
- To promote the club.
- To liaise with section heads between Executive Committee meetings and provide appropriate support.
- To liaise with the vice chairperson and make emergency decisions on matters which arise between Executive Committee meetings.
- To follow and enforce club policies and procedures.
- To annually oversee the review of the club constitution, policies & procedures and propose new ones where appropriate.
- To help ensure the correct and smooth running of all aspects of the club in accordance with its rules, constitution and by-laws and RGB law and UK law.
- To oversee decisions made by sub committees, officers and other club personnel.

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- To prepare and present the annual report in conjunction with the Secretary (if necessary).

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Vice Chairperson

Location: All club locations and venues

Terms: 2 year, voted by the members

Reports to: Executive committee

About the Role:

The Vice Chairperson works closely with the club chair supporting them to undertake the leadership and governance responsibilities of the club. Generally speaking, the Vice Chairperson will look to step into the role of Club Chairperson when the chairperson is unavailable.

Qualifications:

None

Skills Required:

- Well organised, approachable, diplomatic and supportive
- Strong leadership
- Communication Skills
- Administration Skills

Responsibilities & Duties:

- To follow and promote the RGB Child Protection policy.
- Deputise in the absence of the Chairperson.
- To represent the club at meetings as required by the Executive Committee or the Chairperson.
- To assist the Chairperson in all matters relating to the operation of the club.
- To annually review club policies and procedures alongside the Chairperson.
- To assist in the undertaking / coordination of responsibilities in the event of vacant committee roles.

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Secretary

Location: All club locations and venues

Terms: 2 year, voted by the members

Reports to: Executive committee

About the Role:

The Secretary must work in tandem with the chairperson and also regularly works with the club administrator, treasurer and PRO. They are also responsible for coordinating, announcing and minuting club meetings such as the club AGM.

The Club Secretary is key to the smooth running of the club. They provide a main point of contact for administration, information and communication.

Qualifications:

None

Skills Required:

- Good Administration including IT skills
- Managing and supporting other members
- Good communication skills
- Good written skills
- Good organisation skills
- Confident to represent the club at external meeting
- Tact, Discretion and confidentiality
- Good understanding of club constitution and policies

Responsibilities and Duties:

- To follow and promote the RGB Child Protection policy
- To have access to Club organiser & members details in order to assist with enquiries from RGB's.
- To update the Swim England Administrative system in regards to membership, categories, qualifications and members contact details
- Liaise with RGB on matters arising from Executive meetings.
- Bring urgent matters to the attention of the Chair or Vice Chair without delay.
- Provide information to executive committee of issues requiring their attention
- Receive, distribute, action and respond to all incoming internal & external correspondence in conjunction with the executive committee.
- Liaise with section heads/treasurer regarding the purchase of any large items of equipment and all relevant paperwork/insurance copies

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- To organise executive committee meetings, venues, prepare agenda, take minutes and circulate relevant correspondence.
- Produce a true and correct set of minutes for each meeting, to be circulated within 14 days of meeting.
- To organise, collate and circulate details of AGM and officers yearly reports, in accordance with the club constitution.
- To act as a main point of contact for the club.
- To manage the day-to-day running and administration of the club including all internal and external correspondence.
- To have a good knowledge and understanding of the roles and responsibilities of other club committee members.
- To maintain up-to-date contact details of all committee members, other key club personnel and Swim England secretaries at national, regional and county levels.
- Act as the public officer of the club liaising with members of the public, affiliated bodies and government agencies.
- Respond to general duties as requested to ensure the smooth running of the club
- Prepare a written report to the executive meetings
- Maintain files of legal documents such as constitutions, Risk assessments, Policies, leases, licences, minutes and dignitaries.

Special Responsibilities

- Facilitate all legal matters on behalf of the club.
- In conjunction with club officers actively seek out suitable opportunities to bring sponsorship and additional funding to the club.

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Treasurer

Location: All club locations and venues

Terms: 2 year, voted by the members

Reports to: Executive committee

About the Role:

The Treasurer of the club is responsible for producing and managing the club's accounts and finances and will oversee all income and expenditure for the club. Responsible for recommending accountants.

Qualifications:

Accountancy / bookkeeper qualification (preferred but not essential); however, must have a financial background and good knowledge of financial standards and legislation, managing finances, banking systems and production of financial accounts.

Skills Required:

- Good accountancy knowledge
- Enthusiastic with great organisational skills
- Good administrative / IT skills
- Excellent communication skills
- Attention to detail with excellent record keeping
- Confident with handling all types of monies and finances
- Ability to remain impartial, tactful and to maintain confidentiality
- Prepared to take instant financial decisions when appropriate and necessary
- Available time to fulfil demanding requirements of role

Main Duties:

- Follow and promote RGB Child Protection Policies.
- Production and management of the club's accounts and finances, and will oversee all income and expenditure for the club
- Preparation and updating of financial policies, ensuring policies are in line with current legislation, club constitution, Governing body guidance and financial best practice
- Ensuring Club Executive Committee members are aware of necessary financial information and policies. Providing training as required.
- Advising Club Executive Committee of breaches of financial policy / procedures
- Receiving, recording, receipting and banking of all monies due to the club in a timely basis
- Ensuring all accounts / invoices are recorded, checked and paid within agreed payment terms
- Preparation of monthly financial reconciliations balanced against bank statements, with a summary provided at Executive Committee meetings of key transactions / concerns when required (subject to GDPR regulations)

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- Being aware of the cash position and of any outstanding debts to be able to produce financial figures illustrating up to date financial position.
- Helping the club prepare and submit any statutory documents that are required (i.e. HMRC returns)
- Preparation of financial information to support grants, other fundraising opportunities and any court action required to protect club funds
- Ensuring Member's monies (i.e. payplans) are recorded monthly and members provided with regular updates on their 'savings'
- Ensuring Club money is spent for the purpose of which it was raised (i.e. grants)
- Ensuring club funds are deposited securely in bank accounts with 2 or more signatories as agreed by the Executive Committee
- Seeking professional help and advice when difficulties arise
- Ensuring any loans / borrowings are in accordance with Club constitution and for specific Club purposes
- Preparation of club budgets / financial plans (or approval of specific budgetary items) as required
- Ensuring regular (at least yearly) stock checks / asset registers are completed
- Preparation of end of year accounts for submission to Club accountants / auditors for formal production of financial statements for AGM, providing all relevant documentation and support
- Ensuring dissolution of Club (if ever required) is in accordance with Club constitution and complies with relevant financial standards / best practice

Signature: _____ Date: _____

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Lifeguard Captain

Location: Blyth Sports Centre, Blyth Beach

Terms: 2 year, voted by the section

Reports to: Executive committee

About the role:

Lifeguard Captain is responsible for ensuring the level of teaching, training and delivery of all courses, including professional qualifications to the required level set by the RGB.

They coordinate and provide a minimum of a watching brief on Blyth Beach from May to September, ensuring the safety of the public during the summer months.

Enable lifesavers the opportunity to train and compete at any level of competition, arrange the travel, accommodation and competition entries.

Deliver and promote water safety, drowning prevention, and save a life campaigns to the public.

Assist in school education to deliver above campaigns.

Organise working parties to run various projects under the guidance of the Lifeguard Captain.

Ensure equal opportunities for all members.

Qualifications:

Beach Lifeguard Trainer Assessor

Pool Lifeguard Trainer Assessor

Lifesaving Trainer Assessor

SLSGB Level 2 Coach

National Pool Lifeguard Qualification

National Beach Lifeguard /Surf Lifeguard Qualification

Attended Safeguarding & Child Protection Course

Skills Required

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- Show an appropriate level of technical knowledge in lifesaving/lifeguarding
- Good time management, ability to use time efficiently and effectively
- Well organised and able to delegate
- Enthusiastic and a good motivator to everyone
- Tactful and Discreet
- Confident and Effective Communicator
- Approachable and Good Listener
- Good leadership skills

Responsibilities and Duties

- To follow and promote the RGB Safeguarding Policies.
- Responsible for health and safety during all pool/beach sessions including providing lifeguard cover as required by the risk assessments
- Ensure all teachers, trainers and coaches hold the relevant qualifications.
- Provide and promote opportunities to enhance members skills and encourage members to complete relevant CPDs on a regular basis.
- To coordinate all the lifeguard monthly ongoing training and report to section heads.
- To oversee and support all lifeguard officers within the lifeguard section
- To oversee the annual stock check, audits and maintenance of all equipment.
- To ensure a smooth running of the lifeguard section to include all the individual elements that we provide and deliver.
- To maintain a robust system for holding all records, personal details etc under the clubs GDPR policy
- To ensure all members are kept up to date with the relevant current guidelines and where necessary ensure the appropriate training takes place.
- Support and encourage all who participate within lifesaving, sport lifesaving and the beach life saving programme and ensure inclusivity
- To organise relevant and appropriate sub committee meetings on a regular basis
- To collate all the lifeguard officers reports and findings on a monthly basis.
- Ensure the section members follow all the club and RGB policies.
- Oversee the relevant aquatic written policies, procedures and risk assessments for all elements of the club for committee approval.
- To fulfil the club agreement with local council and Active Northumberland to provide a minimum of a watching brief or follow the Beach warden programme on Blyth Beach from May to September.
- To ensure the club follows and abides by the Covid 19 policies as agreed by the club committee.
- To develop and implement a lifesaving programme for our members within the beach structure.
- Opportunities for club members to gain qualifications for employment.
- To ensure all finances are dealt with following the club financial policy.
- To set all fees for courses, training, awards and any other avenues within the section. These should be discussed with the relevant lifeguard officers and sent to the treasurer for authorisation.
- Good understanding of club culture and operations.
- Maintain confidentiality on relevant matters and report through the clubs various channels when required.

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- Communicate effectively with all section members and parents at regular intervals.
- Support the development of all club matters and members.
- Act as a role model and mentor for section members.
- Assume overall responsibility for the lifeguard section.
- Liaise with the council regarding the annual beach statistics and ongoing issues.
- Attend all external meetings that are relevant to the lifeguard section and report the findings to the executive and the lifeguard section.
- To ensure all officers are fulfilling their duties within accordance of the lifeguard job descriptions.
- To circulate a written report ahead of every Executive meeting.

Head Coach

Location: Blyth Sports Centre

Terms: 2 year, voted by the section

Reports to: Executive committee

About the role:

Head coach of the Competitive Section. Responsible for writing all training sessions, coaching swimmers and supporting lane coaches in their role.

Qualifications:

- Minimum of a L2 Swimming Coach
- NPLQ / RASTAC / equivalent qualification
- Safeguarding and Protecting Children

Skills Required:

- Ability to work effectively as part of a team and on own initiative
- Good organisational and time management skills
- Ability to proactively identify opportunities for improvement. Actively identifies new areas for learning; regularly creating and taking advantage of learning opportunities; using newly gained knowledge and skill in the role
- Able to provide timely and appropriate feedback on performance
- Ability to establish good interpersonal relationships
- Effective communication skills, written and verbal

Responsibilities and Duties:

- To advise the Executive Committee on all matters related to competitive swimming and to submit recommendations or methods of improving the standard of competitive swimming.
- To standardise the entry set standards for entry into the competitive section

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- To be responsible for the organisation of all competitive training, safety cover and the provision of coaches. in support of it
- To ensure the coaches undertake the relevant poolside safety qualifications and attend regular training.
- To encourage select swimmers to attend competitions, give advice on the appropriate events and represent the club. in swimming competitions
- To ensure all members have the RGB and relevant prerequisites to attend the competitions
- Attend regular coaches meetings to discuss any upcoming events and training, etc
- Communicate to all parents and swimmers on a regular basis
- To ensure that all competitive swimmers have an Annual Performance Plan in place
- To ensure appropriate Male/Female (if applicable) coaches are available to supervise during the competitions when any under 18 is competing to support the swimmers at home and away galas.
- To support any Masters who wish to compete and represent the club at competitions.
- A minimum of one coach and an additional supervising adult (preferably a coach) is required to attend the competitions.
- To circulate a written report ahead of every Executive meeting.

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Chief Instructor

Location: Blyth Sports Centre

Terms: 2 year, voted by the section

Reports to: Executive committee

About the role:

To coordinate the club tuitional section.

Qualifications:

- Swim England L2 Certificate in Teaching Swimming or equivalent
- Either RLSS National Pool Lifeguard or National Rescue Award for Swimming Teachers and Coaches.

Skills Required:

- Ability to motivate Swimmers and Volunteers
- Show an appropriate level of technical knowledge
- Good time management, ability to use time efficiently and effectively
- Well organised
- IT Literate - send & receive emails/ Microsoft Office/ Social Media
- Communication skills

Responsibilities and Duties:

- To follow and promote the RGB Child Protection policy
- Co-ordinate the teaching programme following the Swim England Learn To Swim Programme Stages 1 - 8.
- All teachers should be encouraged to obtain the appropriate teaching swimming qualifications.
- To ensure that there is adequate provision of qualified teachers over the age of 18 years for the teaching programme for each class in accordance with RGB guidance.
- To control the ratio of pupils to teachers in accordance with RGB guidance.
- Be aware of and understand the facility Emergency Action Plan and Normal Operating Procedures (EAP & NOP)
- Be aware of Continuous Professional Development Opportunities (CPD) and strive to update and enhance relevant qualifications. Also, promote CPD opportunities to all teaching volunteers.
- To ensure that all teachers have up to date safety awards, training records and certificates.
- To produce a scheme of work, oversee lesson plans and offer support to instructors where necessary.
- To promote and organise pool tests to expand membership of the club.
- To promote other sections of the club and act as a feeder section to retain membership of swimmers when they reach the top stages of the tuitional section.

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- To ensure there is the appropriate level of safety cover at every session with the relevant depth test.
- To recruit and manage an administration team who are responsible for taking registers & confirming payment to Sports Centre at every session.
- Organise the sale and distribution of badges achieved.
- Manage and update records of the swimmers in each class and the badges they have attained.
- Run the tuitional Facebook page promoting club activities and social events in a timely manner.
- To circulate a written report ahead of every Executive meeting.

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Administration Officer

Location: All club activities and venues

Terms: 2 year, voted by members

Reports to: Executive Committee

About the role:

Responsible for Club Organiser, membership, sending electronic communications.

Qualifications:

None

Skills Required:

- Understanding of GDPR
- IT literate
- Organised
- Administration skills

Responsibilities and Duties:

Membership

- To approve and process completed member application forms once payment has been received. Liaise with the treasurer regarding the payment of annual fee and RGB fees.
- To ensure all the RGB membership has been processed.
- Ensure members are allocated to correct sections and membership categories
- To manage members accounts and answer any queries relating to these
- Ensure coaches and volunteers are added to the database
- Ensure members are removed when they leave the club
- To identify, alongside treasurer, the categories of membership and to discuss the proposal of the annual fee.

Club Organiser

- To ensure Club Organiser displays up to date Constitution, Codes of Conduct policies, procedures, and committee job descriptions - accessible to all members
- Liaise with Welfare to ensure DBS details are updated on database
- Liaise with Workforce to ensure qualifications are updated on database
- Liaise with Heads of Section and PRO regarding photography consent/refusal
- Liaise with Swim shop to ensure all club stock available on club organiser and stock levels are correct

Communications

- To email relevant correspondence to members through Club Organiser.
- To circulate a written report ahead of every Executive meeting.
- To report on membership to the executive committee.

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Covid Lead

Location: All club activities and venues

Terms: 2 year, co-opted by executive committee

Reports to: Executive Committee

About the role:

The Lead COVID-19 Officer is the key resource and contact for all matters relating to Covid-19. Responsible for liaising with the executive committee, other organisations and RGB's in relation to the club's response to Covid-19.

They will lead in the implementation and monitoring of the RGB Return to Water COVID-19 protocols across all club activities.

Qualifications:

- In membership of RGB
- RGB COVID-19 Officer training
- Child Wellbeing & Protection in Sport
- Safeguarding workshop certificate

Skills Required

- Basic Administration - ability to organise and maintain records and record information received.
- Good time management, ability to use time efficiently and effectively
- Good Organisational Skills
- Confident and Effective Communicator
- Approachable and Good Listener
- Respect's confidentiality
- Good project management skills .
- Approachable and friendly
- Prepared to make instant decisions when necessary
- Good verbal, written and IT skills
- Link with the local operator, Active Northumberland

Responsibilities and Duties

- To promote clear and effective club communication channels and ensure all members feel supported and have someone to go to should they have any questions or concerns.

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- Appoint COVID-19 Officers for each section of the club which will form a sub-committee. The sub-committee will include the Club Chair, Lead COVID-19 Officer, plus COVID-19 Officers.
- Communicate with the executive committee, attend executive committee meetings and be the main point of contact for all things COVID-19 related, especially acting as the one point of contact with the RGB's.
- To keep up to date with the latest Government advice and guidelines on Covid-19.
- Advise the committee on the effectiveness of the covid-19 risk assessments and other documentation and seek advice and guidance where required.
- Ensure every club session has a COVID-19 Officer present . This is a requirement set by RGB's.
- Remain up to date with all COVID-19 advice/protocols and ensure all members are aware of any protocols required to be implemented by the club
- Promote good practice to ensure compliance to the RGB codes of conduct including additional COVID-19 requirements as relevant
- Attend RGB COVID-19 Officer training in protocols relevant to the COVID-19 health and safety requirements
- Liaise with Chair and heads of section in the completion of the Return to Activity/Water Risk Assessment
- Liaise with the Heads of Sections to ensure all athletes have completed a Health Screen survey and a self-declaration prior to resuming club training. Store data in accordance with their data protection policy
- Remind members of protocols where necessary
- Report incidents of non-compliance to Person in Charge of training session and or Committee as appropriate
- Receive incidents of non-compliance and report incidents as appropriate
- Liaise with the Heads of Section and section covid officers to ensure that self- report screening forms from all members are completed prior to training and records of individuals attending club activities are being kept for contact tracing purposes in line with the club data protection policy
- Receive and record confirmation from members who have tested positive for COVID-19 that they have completed their isolation period and are fit to return to training. Lead COVID-19 Officer will contact member to discuss a return to pool plan and inform appropriate personnel of receipt of fitness to attend.
- Regularly check that there is sufficient up to date signage within the facility; signage should include reminders about hand washing, use of hand sanitiser, social distancing, what to do if symptoms are identified
- Communicate directly to section heads/covid officer who need to relay information to members of new rules and promote, via the club's social media accounts, to educate all personnel about the COVID-19 controls in place
- Communicate to Head of Section any concerns raised by members regarding club/facility guidance or procedures
- To follow and promote the RGB Child Protection policies
- Promote good practice to all members
- To oversee the implementation of the relevant risk assessment and ensure all activities are conducted within the parameters of the appropriate risk assessments. Inform the Head of Section if there any amendments required or any additional aspects need additional risk assessments

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- Liaise with facility to ensure that the Club and facility are working to same COVID-19 protocols including any current updates and operational details as necessary
- Communicate with committee any COVID-19 protocol concerns raised by members to any of the COVID-19 Officers concerning the Club
- Communicate with facility any COVID-19 protocol concerns raised by members to any of the COVID-19 Officers concerning the facility
- To circulate a written report ahead of every Executive meeting

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Equal Opportunities and Disability Liaison Officer

Location: All club activities and venues

Terms: 2 year, voted by the members

Reports to: Executive Committee

About the role:

To encourage, enable and support all members with additional needs allowing them to fully participate in all club activities such as training sessions, social events and competition.

To promote inclusion throughout the club and provide training opportunities for volunteers so they can support all members and facilitate adapted sessions & activities.

Qualifications:

- Level 2 Swimming Instructor
- Safeguarding & Protecting Children course

Recommended Qualifications:

- Swim England 'Time to Listen' Training
- Swim England 'Introduction to Disability Swimming' CPD
- UK Coaching, Mind and 1st4sport 'Mental Health Awareness for Sport & Physical Activity' CPD
- Alzheimer's Society Dementia Friend
- Other relevant CPD's that cover the needs of current members

Skills Required:

- Knowledge of para swimming classifications
- Awareness of common injuries and potential risks to swimmers with a disability
- Experience of working with people across a range of disabilities/ additional needs
- Working knowledge of galas/competitions
- Approachable and a good listener
- Confident and effective communicator
- Tactful and Discreet
- Well-organised and able to delegate
- Enthusiastic and a good motivator

Main Duties:

- To follow and promote the RGB Child Protection policy.
- To identify any additional training / competition needs within the Club in relation to providing opportunities for members with disabilities.
- To be available to assess the needs of a member and put relevant procedures in place to ensure club sessions are accessible to all.
- To contribute to personalised risk assessments, NOP's and EAP's.

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- To help teachers & coaches adapt sessions to suit swimmers individual needs to prevent injury, promote recovery and enhance performance.
- To attend regular disability CPD's including topics on awareness & development in sport.
- To compile quick access documents and tools that can be easily shared with club volunteers, teachers and coaches to help support members with disabilities.
- To arrange & promote disability awareness training for club volunteers, teachers and coaches.
- To ensure that all members are aware of the competitive opportunities available to them within and external to the club RGB's.
- To identify talent and liaise with the Swim England Para talent development team.
- To assist eligible members with the para swimming classification process for British Swimming/INAS/DSS-GB.
- To develop links with local disability swimming clubs and disability sports organisations.
- To enlist and support para swimmers at regional development days and para swimming galas.
- To promote positive opportunities for people with disabilities through club publicity materials.
- To circulate a written report ahead of every Executive meeting.

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Competition Secretary

Location: Blyth Sports Centre

Terms: 2 year, voted by the members

Reports to: Executive Committee

About the role:

Select appropriate competitive galas to attend, promote to the members and facilitate entries & invoices.

Organise the competitive summer sprint & christmas gala for the competitive section, as well as lifesaving short course home gala.

Qualifications:

Safeguarding & Protecting Children

Skills Required:

- Well organised
- Communication skills
- IT Literate
- Administration Skills
- Organisation skills

Duties & Responsibilities

- To follow and promote the RGB Child Protection policy
- The compilation and management of the competitive section 12 months gala fixtures (in conjunction with the club coach and swimming committee as appropriate).
- Appoint and oversee a sub committee to help with the running of galas.
- Issue gala invitations for inter club galas and maintain list of attendees. Collect, collate and check entries and entry fees and deal with any queries. Arrange preparation of programmes. Return acceptance slips to other clubs.
- Issue fixture lists to all club officers, officials, swimmers on the day of the gala.
- Book swimming pool(s) for all club competitions. Agree poolside set up with the pool management.
- Consult with the coaching team, club calendar & Swim England planner regarding gala dates.
- Organise officials and helpers for all club galas.
- Arrange electronic timekeeping for licensed meets.
- Arrange catering, flowers and gifts for any guests and expenses and refreshments for officials and volunteers.
- Arrange for swim shop,
- Arrange for any club fundraising at gala's e.g tuck shop, raffle and tombola.
- Order, collect and deliver awards (medals, ribbons etc) for galas and be responsible for club trophies.

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- Print coach passes, meal vouchers and relevant poolside notices for home galas.
- Preparation of coaches sheets for club coaches to use on the day.
- Organise and approve a pool set up. Check and co-ordinate officials on the day of the competition and make suitable arrangements where necessary.
- To circulate a written report ahead of every Executive meeting.

Public Relations Officer

Location: All club activities and venues

Terms: 2 year, voted by the members

Reports to: Executive Committee

About the role:

The Public Relations Officer leads and promotes club activities, reports on club success, ideally to increase membership, increase income and/or raise the profile of the club within the community. Plays a vital role in sharing club information with the general public.

Qualifications:

None

Skills Required:

- Strong written english skills
- Enthusiastic about all aspects of club
- Well Organised
- Ability to communicate with people
- It literate - Send & receive emails/ Microsoft Word/ Facebook

Responsibilities and Duties:

- To follow and promote RGB Child Protection policy.
- To liaise with club officials to ensure that up to date information is available for publication to club members and the media.
- To promote all sections of the club through actively seeking publicity with Local, Regional, National and International media as appropriate.
- Establish and foster good working relationships with media outlets.
- To ensure that the club noticeboard and website are kept up to date with relevant and current information about the club's activities and achievements.
- To ensure that the AGM is advertised in accordance with the club constitution.
- Execute damage limitation procedures (with consultation) in the wake of adverse internal or external publicity.
- Keep a record of the club calendar.
- Maintain and update the club website.
- Run the main BLSC Facebook page, promoting club activities, social events and competition success in a timely manner.

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- Be aware of members who have not given consent for the club to publish photographs.
- Maintain good relationships and communication with sponsors.
- To produce and deliver a marketing plan to publicise club activities and opportunities.
- To promote the club through developing and maintaining links with local schools and community groups.
- To circulate a written report ahead of every Executive meeting.

Workforce Coordinator

Location: All club activities and venues

Terms: 2 year, voted by the members

Reports to: Executive Committee

About the Role:

Promote and circulate any CPD, webinars, courses or qualification opportunities to all members. To work alongside heads of section and welfare lead to identify any gaps in training and organise appropriate courses as and when required. To be the link between the club and external agencies involved with risk assessments and other safety concerns.

Qualifications:

None

Skills Required:

- Communication Skills
- Well Organised
- Enthusiastic
- Ability to motivate
- It literate - send & receive emails/ Microsoft Office

Responsibilities and Duties:

- To follow and promote the RGB Child Protection policy
- In conjunction with club officials and members Identify the aims and requirements of the club.
- Set targets and monitor progress. Share yearly targets and progression in AGM report.

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- To identify any gaps in training and organise appropriate courses as and when required.
- To ensure that all roles within the club have appropriate job descriptions.
- To liaise with the heads of section and welfare team in the recruitment of new volunteers.
- To develop, along with the Executive Committee, the clubs Action Plan.
- To implement the necessary training to support the current Action Plan.
- To develop along with the Chief Instructor, Head Teacher Club Coach, and Lifeguard Captain an annual event which includes and showcases all three aspects of the club. For example an all section 'fun' gala.
- To, alongside PRO, establish links with local interests concerned with the promotion of the club and ensure that cooperative and coordinated activities are given priority.
- To Circulate a written report ahead of every Executive meeting.
- To ensure all risk assessments are up to date and checked regularly.
- To report any safety concerns to the Executive committee
- To keep up to date with any safety legislation coming into force that could affect the club and report this to the Executive committee.

Blyth Lifeguard & Swimming Club



SwimMark Coordinator

Location: Blyth Sports Centre

Terms: 2 year, voted by the members

Reports to: Executive committee

About the Role:

The SwimMark Coordinator is the key point of contact for SwimMark, Swim England's recognised kite-mark for the development of effective, ethical and sustainable clubs. The opportunity to gain SwimMark is available to all affiliated clubs, regardless of size and disciplines covered. Within SwimMark there are three modules that clubs can aspire to i.e. SwimMark Essential Club (baseline module), SwimMark Network and SwimMark Performance.

Qualifications:

None

Skills Required:

- Well organised
- Communication Skills
- Administration Skills
- IT Literate - Send & receive emails/ Microsoft Office/ Online portal to submit evidence

Responsibilities & Duties:

- To follow and promote the RGB Child Protection policy.
- To liaise with the appropriate Regional Development Officer, Local Authority Sports Development Officer, Swim Mark Club Committee and Club members.
- To organise and oversee the audit and action planning stages of the Swim Mark process within the club.
- To keep the Club updated on their progress through the Swim Mark process.
- To ensure that Club members are informed of Swim Mark courses and seminars.
- To liaise with the Treasurer and Executive Committee with regard to funding the implementation of the Club's Swim Mark Action Plan.
- To liaise with the Development Officer over Swim Mark and general development issues.
- To circulate a written report ahead of every Executive meeting.

Blyth Lifeguard & Swimming Club



Social Convenor

Location: All club activities and venues

Terms: 2 year, voted by the members

Reports to: Executive Committee

About the Role:

To organise and promote family friendly social events open to all sections of the club.

Qualifications:

Child Protection & Safeguarding

Skills Required:

- Well organised
- Communication Skills
- Administration Skills
- IT Literate- Send & receive email/ Microsoft Office/ Social Media/ Online booking forms

Responsibilities & Duties:

- To follow and promote the RGB Child Protection policy.
- Liaise with the Executive Committee and club members to identify suitable social activities and venues for the club.
- Present appropriate social activities to the Executive Committee outlining cost, age restrictions, if risk assessments / consent forms will be required, proposed date of activity and a plan on how to promote the event to ensure it is not cancelled / does not incur a loss to the club.
- Liaise with the Youth Representative to form ideas for events and obtain support from Youth Committee for such events.
- In conjunction with the Public Relations Officer promote the social activities of the club on social media, club notice board and written communication (i.e letters/email).
- To ensure there is an appropriate ratio of named Responsible Adults to allow activity to go ahead safely.
- To ensure there is a qualified first aider or equivalent qualification at every event.
- To maintain BLSC Social Events Facebook page and promote events ensuring correct & true information is circulated.
- To produce a balance sheet of income and expenditure of each event and forward this to the treasurer with any monies and receipts as required.
- To organise the annual club presentation night - Book & decorate room, entertainment, catering, collection & polishing of annual trophies and source medals/ personal trophies.
- Collect a minimum of three quotes when appropriate, for example: looking to hire transport, entertainment, venues, DJ's etc. and present to the committee before booking.

Blyth Lifeguard & Swimming Club



- To circulate a written report ahead of every Executive meeting.

Blyth Lifeguard & Swimming Club



Youth Representative

Location: All club activities and venues

Terms: 1 year, voted by the members

Reports to: Executive Committee

About the Role:

Age 18 -25, responsible for forming and chairing a Youth Committee

Qualifications:

Child Protection & Safeguarding

Skills Required:

- Well organised
- Communication Skills

Responsibilities & Duties:

- To follow and promote the RGB Child Protection Policy
- To be the voice for all junior members of the club at Executive Committee meetings.
- To formulate and chair a Youth Committee (ages 14 - 25)
- To regularly liaise with all junior members and gather feedback on their section, social event preferences & concerns.
- To be a point of contact for athletes to express any questions or feedback, communicate with fellow team members and provide support and advice where needed.
- To be a positive role model for all members of the club.
- To encourage club members to be involved in social and voluntary activities
- To help with all authorised fundraising, where appropriate.
- To organise, promote and assist with the running of all authorised social events
- To support all heads of sections and activities within the club.
- To assist the Executive Committee with the running of social media
- To circulate a written report ahead of every Executive meeting.

Blyth Lifeguard & Swimming Club



President

Location: All club activities and venues

Terms: 2 year, appointed by Executive Committee

Reports to: Executive Committee

About the Role:

Ensure the club runs in a fair and inclusive manner. To be the face of the club at public events.

Qualifications:

None

Skills Required:

- Approachable
- Communication Skills

Responsibilities & Duties:

- To attend club and committee meetings in a neutral and uncommitted capacity, providing an impartial voice to discussions and decisions.
- To provide a public face for the club.
- To work with the club chairperson, when appropriate, to facilitate the smooth running of the club.