Assistant Swimming Coach

£19,238 - £24,717

Fixed Term Contract For Two Years - 24.00 hours per week

Sport Events and Parks

Assistant Swimming Coach to City of Birmingham Advanced Coaching Scheme. 24 hours per week with a two year fixed contract. To coach the National Development Squad of the Advanced Coaching Scheme and support the club structure within the City of Birmingham.

Must have:

- Experience of coaching swimmers to national level. Experience of coaching age group, youth and senior swimmers.
- Have proven technical swimming knowledge.
- Be able to solve problems creatively by identifying the problem, evaluating alternatives and finding innovative solutions.
- Be able to work to tight deadlines and pressured situations such as when faced with negative responses or a demanding workload.
- Have excellent communication, organisational and time management skills.
- Have willingness to work irregular hours.
- Have effective team working skills and ability to work productively alone.
- Have basic computer literacy.
- Be able to show willingness to undergo training as required.

Ref No: PL0282016

Closing date: 23.11.2016

A Disclosure and Barring Service (DBS) formerly CRB check will be undertaken

“Right to work in the UK documentation will be fully checked for all applicants. All non UK and non EU applicants are required to apply for a Certificate of Sponsorship from Birmingham City Council and must be approved by the UK Border Agency (UKBA) before any employment offer can be confirmed.”

“The City Council is currently consulting on potential changes to its terms and conditions (in line with its s.188 notice) which may have an impact on any contract of employment that is offered should the candidate be successful”
Place Directorate

Job Description Assistant Swimming Coach

Post: Assistant Swimming Coach Salary/Grade: GR3
Division: Sports Events and Parks Section: Sport and Events

1. **Job Purpose** To coach the National Development Squad of the Advanced Coaching Scheme and support the club structure within the City of Birmingham.

2. **Duties and Responsibilities**

Plan annual training programme and competition programme, in conjunction with the Swimming Development Officer.

To plan effective training programmes for swimmers in conjunction with individualised competition plans, where appropriate.

Attendance at competitions as agreed with the Swimming Development Officer.

Implement a development structure to create a clear swimmer pathway linked to LTAD and Swim 21 into the Advanced Coaching Scheme.

To Coordinate and facilitate the Swimming Action Group to support the development of Aquatics activity in clubs.

To support clubs to gain Swim 21 accreditation.

To liaise with appropriate partners to ensure the delivery of a coach education and mentoring programme for coaches within the Swim 21 network.

To coordinate and facilitate a coaches forum which will enhance opportunities for coaches and athletes in the City.

To liaise with the Learn to Swim Manager to advise on the implementation of appropriate pathways into the competitive environment.

To show a commitment to Continual Professional Development (CPD).

To provide reports as directed by the Swimming Development Manager.

To strive for customer service excellence and demonstrate effective communication skills.
3. **Supervision Received**

3.1 **Supervising Officer Job Title:** Swimming Development Officer

3.2 **Level of Supervision**

2. Left to work within established guidelines subject to scrutiny by supervisor.

4. **Supervision Given** (excludes those who are indirectly supervised i.e. through others).

<table>
<thead>
<tr>
<th>Post Title</th>
<th>Grade</th>
<th>No. of Posts</th>
<th>Level of Supervision</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4. **Special Conditions**

The duties of the position will be carried out on such days and at such times as may be most effective in respect of the task in hand. This will inevitably require working during the evenings, weekends and over Bank Holidays.

This vacancy is exempt from the Rehabilitation of Offenders Act.

A Disclosure and Barring Service check will be undertaken.

Observance of the **City Council's Equal Opportunities Policy** will be required.
**Place Directorate**

**Person Specification**

<table>
<thead>
<tr>
<th>Post:</th>
<th>Assistant Swimming Coach</th>
<th>Grade:</th>
<th>GR3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Division:</td>
<td>Sport Events and Parks</td>
<td>Section:</td>
<td>Sport and Events</td>
</tr>
</tbody>
</table>

**Method of Assessment (M.O.A.)**
A.F. = Application Form; I = Interview;
T. = Test or Exercise; C. = Certificate; P. = Presentation.

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>ESSENTIAL</th>
<th>M.O.A.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Education/Qualifications</strong></td>
<td>Good Overall level of education. GCSE or equivalent.</td>
<td>AF/C</td>
</tr>
<tr>
<td></td>
<td>Minimum ASA/UKCC Level 2 coaching certificate or equivalent and willingness to work towards ASA/UKCC Level 3.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>RLSS National Pool Lifeguard Qualification / RLSS National Rescue Award for Swimming Teachers and Coaches or equivalent.</td>
<td></td>
</tr>
<tr>
<td><strong>Experience</strong></td>
<td>Experience of coaching swimmers to national level.</td>
<td>AF/I</td>
</tr>
<tr>
<td></td>
<td>Experience of coaching age group, youth and senior swimmers.</td>
<td></td>
</tr>
<tr>
<td><strong>Skills &amp; Ability</strong></td>
<td>Proven technical swimming knowledge.</td>
<td>AF/I</td>
</tr>
<tr>
<td></td>
<td>Solve problems creatively by identifying the problem, evaluating alternatives and finding innovative solutions.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Be able to work to tight deadlines and pressured situations such as when faced with negative responses or a demanding workload.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Excellent communication, organisational and time management skills.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Willingness to work irregular hours.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Effective team working and ability to work productively</td>
<td></td>
</tr>
<tr>
<td></td>
<td>alone.</td>
<td>Basic computer literacy.</td>
</tr>
<tr>
<td>------------------</td>
<td>---------------------------------------</td>
<td>--------------------------</td>
</tr>
<tr>
<td><strong>Training</strong></td>
<td>To show willingness to undergo training as required.</td>
<td>AF/I</td>
</tr>
<tr>
<td><strong>Other</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

All staff are expected to **understand** and be **committed** to Equal Opportunities in employment and service delivery.