



Job Description: Swimming Club Jack Petchey Award Coordinator

Position: Jack Petchey Award Coordinator

Location: Walnuts

Employment Type: Volunteer

Job Summary:

The Jack Petchey Award Coordinator is responsible for managing the Jack Petchey Achievement Award Scheme within the swimming club. This role involves coordinating the nomination and selection process, liaising with award winners and their families, overseeing the allocation and spending of grant funds, and maintaining accurate records in compliance with the Jack Petchey Foundation's guidelines.

Responsibilities:

- Collaborate with coaches and club members to identify and nominate eligible swimmers aged 11–25 for their outstanding effort, commitment, or achievements
- Coordinate and oversee a fair and transparent selection process in line with Jack Petchey Foundation criteria
- Notify award winners and their families, explaining the process and responsibilities associated with receiving the award
- Work with award winners to determine how the £300 grant will be spent to benefit the club, in line with Foundation guidelines
- Manage purchasing and payment for award-funded items such as team equipment or social activities
- Support the organisation of events and invitations funded by the award, including potential celebration activities or trips
- Maintain detailed records of all awardees, spending, and receipts, ensuring transparency and accuracy
- Submit reports, evidence of spending, and acknowledgements to the Jack Petchey Foundation as required
- Act as the main point of contact between the club and the Jack Petchey Foundation for all related matters
- Assist with the planning or delivery of local or internal recognition events to celebrate award recipients



Qualifications:

- Strong organisational and administrative skills
- Excellent communication and interpersonal abilities, particularly with young people and parents
- Familiarity with the Jack Petchey Achievement Award Scheme or willingness to learn
- Ability to manage budgets and keep clear records of expenditure
- Proficiency in using spreadsheets, online forms, and standard office software
- Commitment to celebrating youth achievement and supporting personal development
- Reliable and approachable, with a passion for making a positive impact