



Job Description: Swimming Club SwimMark Coordinator

Position: SwimMark Coordinator

Location: Walnuts

Employment Type: Volunteer

Job Summary:

The SwimMark Coordinator is a vital role within our swimming club, responsible for overseeing the implementation and maintenance of the SwimMark accreditation program. The SwimMark Coordinator will ensure that our club meets the required standards set by Swim England, promoting excellence in club management, coaching, and swimmer development. This role requires strong organizational skills, attention to detail, and effective communication abilities.

Responsibilities:

- Familiarize oneself with the SwimMark accreditation framework and guidelines provided by Swim England.
- Develop a comprehensive understanding of the club's current practices and policies to assess gaps and areas for improvement in relation to SwimMark criteria.
- Collaborate with coaches, and committee members to implement necessary changes and improvements to meet the SwimMark standards.
- Work with chair and committee to maintain a club development plan, outlining specific actions and timelines to address identified areas for improvement.
- Ensure the appropriate documentation and evidence are collected, recorded, and organized to support the club's application and ongoing SwimMark compliance.
- Liaise with Swim England representatives, attending training workshops and seeking guidance when needed.
- Regularly review and update club policies and procedures to align with SwimMark requirements and industry best practices.
- Monitor and evaluate the effectiveness of implemented changes and initiatives, gathering feedback from stakeholders to inform continuous improvement efforts.
- Communicate with committee and relevant stakeholders regarding SwimMark objectives, progress, and achievements.
- Collaborate with the club's communication team to promote the club's SwimMark accreditation and showcase its commitment to quality and excellence.
- Stay updated on Swim England's evolving standards and any changes to the SwimMark accreditation process, ensuring the club's ongoing compliance.

Qualifications:

Strong knowledge and understanding of SwimMark accreditation requirements and Swim England's guidelines. Excellent organizational and time management skills, with the ability to prioritize tasks and meet deadlines.



Effective communication and interpersonal abilities to engage and collaborate with various stakeholders within the club.

Attention to detail and a proactive approach to problem-solving.

Proficiency in computer applications, including document management and data analysis.

Knowledge of club management, swimmer development, and coaching practices in the swimming industry.

Previous experience in club administration, swim coaching, or swimmer development is advantageous.