

Role Descriptor – New Starts Co-ordinator

Purpose

To be the key administrator for new swimmers joining the Club. Liaise with coaches and committee to ensure the effective organisation and promotion of New Start Trials and recruitment of Club Ready swimmers. Collate swimmers personal information, passing to the relevant committee members for Club membership purposes. Provide key information to parents / guardians relating to Club membership, policies and codes of conduct.

Main Functions and Duties

- Be the first point of contact for Club trial enquiries and liaise with committee / coaches.
- Liaise with Club's Digital Communications Officer to promote trials on all media platforms within the Club, at Blairgowrie Recreation Centre and local authority schools.
- Attend trials to meet and greet parents / guardians of swimmers, support the coaches and keep a record of personal details for each swimmer in attendance.
- Issue a New Starts Information Pack, ensuring parents / guardians sign / return all relevant documentation and set up Scottish Swimming Membership and annual / monthly fees.
- Ensure the Club Membership Secretary / Treasurer receives new swimmer's details.
- Ensure all relevant committee members have access to new swimmer's contact details for communication purposes.
- Liaise with Club Secretary and Club Wellbeing & Protection Officer to maintain an up-to-date membership register following GDPR policies, monitor Scottish Swimming's JustGo database and liaise with Scottish Swimming as required.
- Attend committee meetings

Skills / Attributes

- Good organisation and communication skills
- Reliable and trustworthy
- Approachable & friendly
- Ability to delegate
- Maintain confidentiality
- Be computer literate
- Motivator and problem solver
- Patience

Requirements

- PVG Scheme Membership
- Complete a self-declaration
- Be a member of Scottish Swimming
- Sign and adhere to the Club's Volunteer Code of Conduct
- Attend appropriate training

Training and Support

- Child Wellbeing & Protection in Sport (renewable every 3 years)

Time Commitment

- Can vary dependant on size and nature of club, and events attended.

NB: This is not an exhaustive list and can be adapted by the club.