

Runnymede Swimming Club

SwimMark Co-ordinator

(Accountable to Runnymede Swimming Club Committee)

Role:

The SwimMark Coordinator will be the key point of contact for SwimMark within a club, in addition to collating and uploading information to the Swim England SwimMark portal in line with ongoing Annual Health Checks.

Skills:

- Well organised and able to delegate
- Administration skills
- Enthusiastic with a good knowledge of the sport and club and a good motivator
- Approachable
- Confident and effective communicator

Main Duties:

1. Promote the vision of Runnymede Swimming Club
2. Follow and promote all Club Policies and Objectives
3. Organise and oversee the planning stages and management of Swim Mark
4. Liaise with stakeholders as required
5. Provide Committee Meetings with update and progress reports
6. Maintain qualifications as required
7. Attend Club meetings as required