

Head Coach Job Description

- Club: Swim Bournemouth - Dorset
- Level of Commitment: Full Time
- Position Type: Head Coach
- Pool Locations: Main Pool, Littledown Leisure Centre, Bournemouth. Also swim at Canford School, Wimborne and Ferndown Leisure Centre, Ferndown.

Swim Bournemouth is seeking applications for the position of Head Coach. The ideal candidate will continue to guide and grow a year-round age group aquatics program as well as promote positive enthusiasm around the sport of swimming for all levels of development. The Head Coach will foster positive relationships and communicate well with their coaching staff, swim team members and parents, and the committee.

About Swim Bournemouth

Swim Bournemouth is a competitive swimming club affiliated with Swim England that has a staff of highly skilled professional coaches, operating out of some of the finest facilities on the south coast in Dorset.

We offer opportunities for swimmers of all ages and levels of development, from the six-year-old to the aspiring Olympic medalist. Squads across the club not only cater for county, regional and national age group swimmers, but also swim fit and a masters section including a competitive master's squad for all adult age groups.

We are here to provide opportunity and encouragement for each swimmer to fully develop his or her potential in competitive swimming. As a club we are committed to developing the character and self-discipline of young athletes, through the sport of swimming. We strive to build a family atmosphere, where athletes can learn to be themselves while working toward their own personal goals.

We are a recognized sporting club in the area and hope to continue to offer a cost-effective swimming program to the local children and adults in the area. Every year we host and run 3 open meets attended by a wide selection of clubs.

Essential Duties and Responsibilities

- Coaching
 - Be responsible for the day to day coaching the club's top squad (Performance). To include developing and updating regularly, a rolling 12-month forward training programme.
 - Design, plan and oversee delivery of a training plan for all other squads in the club.
 - Maintain visibility across the programme, working to ensure that other squads get exposure to the Head Coach.
 - Record attendance across each squad and monitor closely with the committee.
 - Work with the Club Chair and Committee to develop the Club's strategy, reporting on progress monthly to the committee and annually to the club AGM.
 - Ensure all poolside coaching sessions are adequately staffed and well run, complete and send out the weekly staff rota.
 - Host and attend monthly coaches' meetings
 - Meet with coaches 1:1 quarterly and give feedback on improvement areas.

- Identify appropriate development opportunities and encourage teaching staff/volunteers to obtain qualifications; ensure a suitable succession plan is in place for all coaches.
- Continue to develop own qualifications and attend CPD as appropriate
- Follow Health & Safety Procedures and the Swim England Wavepower 2020-2023 Child Protection Policy. Be aware and understand the facility Emergency Action Plan (EAP) and Normal Operating Procedures (NOP).
- Parents & Swimmers
 - Arrange all squad coaches to hold bi-annual 1:1 meetings with swimmers & parents
 - Oversee/decide with squad coaches on all squad moves and notify the Secretary and Treasurer
 - Host quarterly parent meetings for all squads
 - Host bi-annual Masters Meetings
- Officials
 - Assist the committee with recruiting and supporting the training of officials
 - Support with organizing officials to run Club open meets.
- Meets, Competition Calendar
 - Assist in the planning of the three SB Open Meets each year
 - Research and select the competitions for the club to attend
 - Maintain the Competition Calendar
 - Attend scheduled meets. In the event of meet conflicts, attends highest level of competition
- Trials
 - Set the dates/times for the trials and notify the secretary
 - Pick the coach to host/manage the trials
 - Make sure the list of successful swimmers gets to the Membership Secretary

Qualifications

- The ideal candidate will have a Swim England Senior Swimming Coach certificate/UKCC Level 3 qualification in coaching.
- A minimum of five years of swim coaching experience
- Be self-motivated and be able to motivate others.
- A passion for the sport and ability to work with swimmers with varying ability/commitment levels
- Excellent communicator with strong organizational, leadership, and management skills.
- IT literate with ideally a working knowledge of Hy-Tek Team Manager, Meet Manager and Team Unify.
- An enhanced DBS check will be required for this position.

Application Process

Interested applicants should send a letter of interest outlining coaching philosophy; CV; and if possible three references. All enquiries and submitted CV's will be confidential. References and current employer will not be contacted until after applicant is a finalist for the position. Finalist must be able to pass UK Swimming coach background checks and should expect to take an observed coaching session. Desired start date is August 2022. Salary range is competitive and commensurate with experience.