

## **Assistant Swimming Coach**

### **Grade 5: SCP 21 plus benefits**

### **Casual working hours**

Newport Live is an award winning not for profit sport, leisure and cultural trust; and registered UK Charity with an excellent track record of delivering innovative programmes and services to our communities and residents that *'inspire people to be happier and healthier'*.

We are looking to recruit a passionate and energetic Assistant Swimming Coach who will be responsible for supporting the delivery of high-quality coaching sessions within the Newport Live Integrated Swimming Programme in partnership with the City of Newport Swimming and Water Polo Club.

The Assistant Swimming Coach will support the Head Coach in the delivery of programmed coaching sessions across a variety of competitive swimming squads. The successful candidate will be an advocate for swimming with a passion to inspire new and existing athletes to reach their potential.

You must have a proven track record of coaching within the aquatic sector, show evidence of working on your own initiative and experience dealing with customers and their needs providing sound knowledge and advice encouraging adherence and member retention.

The post is exempt from the Rehabilitation of Offenders Act (1974) and is subject to a successful Disclosing and Barring Service (DBS) check.

For an informal discussion about the post please contact Newport Live enquiries on 01633 656757 and ask to speak with Chris Alderton, Head Coach, or email [swimming@newportlive.co.uk](mailto:swimming@newportlive.co.uk)

#### Application Process

You can download an application form and job description via the Newport LIVE website [www.newportlive.co.uk](http://www.newportlive.co.uk) alternatively they are available via e-mail request from [jobs@newportlive.co.uk](mailto:jobs@newportlive.co.uk)

Please return the completed application forms to [jobs@newportlive.co.uk](mailto:jobs@newportlive.co.uk)

Closing date for applications: ongoing applications

Interviews will be held on upon receipt of successful application

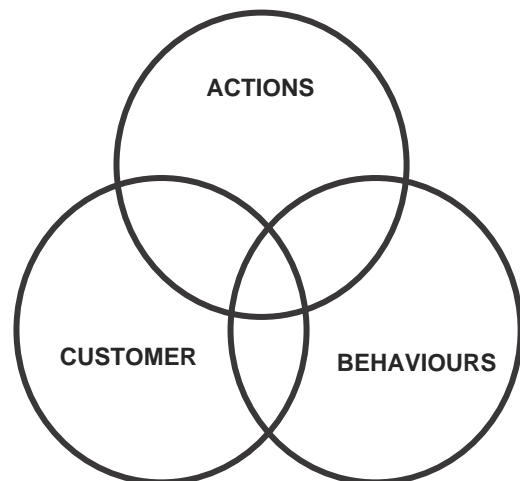
## JOB DESCRIPTION

|                                    |  |
|------------------------------------|--|
| <b>POST:</b>                       | <b>ASSISTANT SWIMMING COACH</b>  |
| <b>JOB PURPOSE:</b>                | To assist the Head Coach and other Assistant Coaches in the competitive element of Newport Live Integrated Swim Programme, responsible for development and implementation of training programmes, assessments and needs for all squad swimmers, from Junior to Regional Level. |
| <b>RESPONSIBLE TO:</b>             | Head Swimming Coach  |
| <b>SALARY:</b>                     | Grade 5 – SCP 21   |
| <b>KEY RELATIONSHIPS:</b>          | Head Swim Coach, Aquatic Coordinator, Other Assistant Coaches, City of Newport Swimming & Water Polo Club (CNSWPC), Newport Live Facilities, Swim Wales  |
| <b>BASE LOCATION:</b>              | Newport International Sports Village, Active Living Centre and various other sites for events  |
| <b>SUPERVISORY RESPONSIBILITY:</b> | Volunteer Coaches  |

### I will be successful in my role when:

- All my key operational responsibilities are consistently delivered to a high standard.
- I achieve all key performance indicators specific to my role.
- I role model the behavioural values of Newport Live through my performance.
- I work collaboratively across departments and service areas to deliver exceptional customer service to Newport Live's customers.
- Through my performance and passion, I inspire people to be happier and healthier.

### HOW MY PERFORMANCE IS MEASURED



### DISCLOSURE AND BARRING:

This post may result in you having contact with children, the elderly, sick or disabled. Newport Live, therefore, requires that by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, the Children's Act 1989 and/or the Police Act 1997, you reveal any criminal convictions, bind over orders or cautions, including those this would normally be regarded as spent. You must complete the relevant section on the application form, applications will be returned if this section is incomplete. If successful in your application, you will subject to a Disclosure and barring check.

### OPERATIONAL RESPONSIBILITIES:

- 1 To assist the Head Coach and other Assistant Coaches in the creation of a performance framework for planning, delivery and evaluation of Newport Lives' Integrated Swim Programme (ISP).

- 2 Deliver and produce winning individual and team performances at Club and Regional levels, contributing to the performance objectives of Newport Live, City of Newport Swimming and Water Polo Club and Swim Wales.
- 3 Design, manage and contribute to the implementation of a comprehensive coaching programme, concentrating on swimming skills development and swimmer education.
- 4 Oversee the development & implementation of training programmes, assessment and development needs for all squad members, (from Competitive Skills to National Level), implementing agreed training programmes and develop pathways for swimmer.
- 5 To consult with partners when implementing training programmes and policies to ensure the highest standards of performance is achieved for all partners together with the swimmers and coaches.
- 6 To be in attendance to support swimmers at competitive events including team galas, open meets, club championships and regional championships, as designated by the Head Coach.
- 7 Attend and Contribute to all coaches and volunteer meetings and lead in the absence of the Head Coach.
- 8 To communicate effectively with swimmers, coaches, parents and carers including partners such as Swim Wales, Sport Wales, CNSWPC committee and Newport Live.
- 9 Work closely with existing and potential volunteers within CNSWPC to utilise, deploy and develop their individual skills and knowledge to maximise the performance of the programme and swimmers.
- 10 Delivery of competitive skills camps within designated holiday periods to develop skills of existing and new members within the competitive element of the ISP.
- 11 Ensure all training programmes are operated in accordance with Newport Live and governing body (Swim Wales) guidelines.
- 12 The post holder may be required to deputise for the Head Coach and other Assistant Coaches in their absence within training and competition environments.
- 13 To assist with relevant administrative duties with the competitive element of the ISP including accurate record of attendance, performance and Learn 2 database.
- 14 To co-ordinate trials for potential new members and follow up accordingly
- 15 Undertake any other duties commensurate with the grade as requested by the Head Coach

*The person undertaking this role is expected to work within the policies, ethos and aims of Newport Live and to carry out such other duties as may reasonably be assigned by the Chief Executive of Newport Live. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed. The post holder will work to deliver agreed performance objectives; these will be reviewed on a regular and formal basis through Newport Live performance management processes.*

## **ASSISTANT SWIMMING COACH – PERSON SPECIFICATION**

| Area | Essential | Desirable |
|------|-----------|-----------|
|------|-----------|-----------|

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|---|--|---|
| <b>Qualifications</b>                       | 1.1 Qualified to a minimum of a UKCC Level 1 and/or working towards a Level 2 qualification Swim Coach or equivalent (A/C)   | 1.2 A sports specific degree or equivalent (A/C)  |
| <b>Knowledge, Skills &amp; Competencies</b> | <p>2.1 Proven knowledge and experience of coaching competitive swimming at Age Group club and Regional level, to include knowledge of performance pathways and talent identification. (A/I)</p> <p>2.2 Knowledge and understanding of Child Protection policies and procedures. (A/I)</p> <p>2.3 Ability to coach swimmers in a development &amp; performance environment, to improve individual technical skills and develop individual training programmes. (A/I)</p> <p>2.4 Ability to communicate effectively, both verbally and in writing (A/I/T)</p> <p>2.5 Ability to set priorities, plan the process of work and manage competing demands on time. (I)</p> <p>2.6 Ability to motivate athletes (I/T)</p> <p>2.7 Ability to work on own initiative or as part of a team. (A/ I)</p> <p>2.8 Ability to work with young people from varying backgrounds and with specific needs. (I)</p> <p>2.9 Excellent Time Management (I)</p> | <p>2.10 Knowledge of Swim Wales policy and procedures (A/I)</p> <p>2.11 Practical knowledge / experience of working with electronic databases (A/I)</p>                           |
| <b>Experience</b>                           | <p>3.1 A minimum of one years' coaching experience of working within competitive swimming at Club and Regional level. (A/I)</p> <p>3.2 Experience in the assistance of the development and implementation of plans, training programmes and the assessment of swimmer performance. (A/I)</p> <p>3.3 Working with volunteer coaches and committee members within a club environment. (A/I)</p>  | <p>3.4 Working with National Governing Bodies and within the field of Swimming Development. (I)</p> <p>3.5 Working with people with a disability in a sporting programme. (A)</p> |
| <b>Personal Attributes</b>                  | <p>4.1 Self-motivated and driven to succeed (I)</p> <p>4.2 Patience and understanding whilst working with swimmers and volunteers (I/T)</p>  |   |

|              |   |  |
|--------------|---|--|
|              | 4.3 Commitment to continuous professional development (A/I)   |  |
| <b>Other</b> | 5.1 The ability to work flexible working patterns including split days (I)<br><br>5.2 Current Driving Licence (I) |  |

**Method of assessment (\* M.O.A.)**

A: Application form (including shortlisting)

C: Certificate

E: Exercise

I: Interview

P: Presentation

T: Test

AC: Assessment Centre