



**William Gregg VC Leisure Centre, Heanor**

**Swimming Development Assistants  
18.5 hrs per week**

**£13,427 per annum pro rata**

Do you have a passion for swimming? Would you relish the challenge of developing the Swimming Programme in our fabulous new pools? Are you an experienced swimming teacher ready to develop your skills? Or are you an excellent administrator with a keen customer focus? Then we have the post for you!

Amber Valley Leisure is seeking to recruit experienced and qualified individual in the post of Swimming Development Assistant at William Gregg VC Leisure Centre at Heanor in Derbyshire. This is a key role in the centre as you will be responsible for driving forward and developing the pool programmes at your site, with particular emphasis on the Swim Academy lesson programme and school swimming. Our excellent Swim Academy has in excess of 700 pupils per site you will be responsible for its efficient administration and financial success.

This pivotal role is a challenge for the right person. You will liaison with clubs, schools and other key organisations such as the ASA (Association of Swimming Association), School Sports Partnership and Amber Valley Borough Council to promote and develop swimming lessons both locally and nationally.

Due to the nature of the post you must be highly presentable, flexible and willing to work some evenings and weekends to fit in with the Swim Academy programme. Ideally applicants will be qualified swimming teachers and/or hold National Pool Lifeguard (latest edition) award.

**Closing Date : 5 September 2010**

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CVs can be emailed to [joannerainsford@dcleisure.co.uk](mailto:joannerainsford@dcleisure.co.uk)

Application packs can be collected from Ripley, Alfreton or William Gregg Leisure Centre receptions or by request, from Alfreton Leisure Centre by telephoning 01773 523325.

*All Appointment to Amber Valley Leisure Centre posts are subject to an enhanced check endorsed by the Criminal Records Bureau. This check is being made under Section 1(1) of the Protection of Children and Vulnerable Adults Act (1999).*

*DC Leisure is an equal opportunities employer*



*DC Leisure is working in Partnership with Amber Valley Borough Council*

## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	Swimming Development Co-ordinator
<b>GRADE:</b>	as advertised
<b>DIVISION/UNIT:</b>	Amber Valley Leisure
<b>LOCATION:</b>	Alfreton, William Gregg VC and Ripley Leisure Centres
<b>RESPONSIBLE TO:</b>	General Manager
<b>RESPONSIBLE FOR:</b>	Development of swimming
<b>NO. OF EMPLOYEES IN SECTION WITH SAME JOB TITLE:</b>	<b>3</b>

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### **OVERALL PURPOSE OF POST:**

*Co-ordination and development of the pool programmes at Alfreton, Heanor and Ripley Leisure Centres, with particular emphasis on the swim academy lesson programme, school swimming programme, liaison with clubs, schools and other key organisations, quality standards and instructor training and development.*

## **DUTIES AND RESPONSIBILITIES**

1. To ensure that a full and balanced pool activity programme is introduced and promoted at all sites . providing a wide range of activities to satisfy the needs of all target groups whilst focusing on the efficient use of pool space and maximisation of income streams.
2. Further develop the existing Swimming Academy programme . ensuring that existing lessons are promoted and the maximum occupancy levels are achieved. Stimulate greater demand for swimming instruction and introduce additional classes to the programme at all sites.
3. Creative utilisation of pool space will be required and a strong focus on additional income generation is essential.
4. Improve the quality systems associated with pool programme delivery, ensuring that all aspects are delivered to the highest standards ensuring that the service exceeds customer expectations. Consideration should be given to achieving external validation of service quality through Aquamark application or similar. The service provided should also be delivered in line with the Quest best practice principles, identified in the Quest Managers Guidance Pack.
5. Ensure that staff training plans are developed and in place for all swimming instructors, linking to the ASA National Swim Plan and providing a structured approach to continuous personal development.
6. Arrange and deliver where appropriate training courses to meet the requirements of the above. Promote and sell training course places to neighbouring authorities and other interested parties . ensuring that all courses are financially viable.
7. Work closely with site managers and swimming lesson co-ordinators at all sites to develop both the general pool programme and swimming lesson structure.
8. Work closely with the Marketing Officer to ensure that all opportunities for increasing participation throughout the range of wetside activities are maximised, and that all marketing and publicity material is kept up to date and is professionally produced.
9. Ensure that mechanisms are in place for the measurement and assessment of instructor staff performance via annual appraisals and regular job chats.
10. Undertake activity performance assessment through the production of key performance indicators and develop action plans in conjunction with the senior management team.
11. Develop strong links with the ASA/STA, providing a venue for future training courses and events.
12. Maintain a good level of knowledge with regard to industry developments, and disseminate information to managers, staff and instructors as relevant.
13. Develop strong links with local schools (infants, primary and secondary), carrying out research to identify future needs both of the schools themselves

and the individuals that they serve. Development of future action plans based on the research undertaken.

14. Ensure that schools have a regular source of information regarding swimming activities/promotions . selling either directly to the school as an organised body or to individual pupils as appropriate.
15. Liaise with the Marketing Officer and assist with general leisure centre promotions in terms of distributing information to schools.
16. Further develop and expand the existing 1-2-1 lesson programme . establishing 1-2-2 lessons as a regular feature in the programme, with a particular focus on further income generation and profitability.
17. Develop links with swimming clubs at all sites, strengthening the sports development pathway from school swimming, through swim academy and on to club swimming.
18. Develop links with Derbyshire Peak Park Sport and Recreation Forum Swimming Development Officer/Group, keeping abreast of all funding and general information/development opportunities, attending meetings as and when required.
19. Introduce new and creative activities into the pool programme, appropriate to the needs of a wide range of target groups with the aim of increasing both participation and income from pool related activities.
20. Ensure that all programming activity takes into account access needs in respect of the Disability Discrimination Act as well as promoting swimming activity directly to disability groups.
21. To adhere to the requirements of the Data Protection Act in respect of confidentiality and disclosure of data.
22. To be aware of and adhere to the Policy and Equal Opportunities at all times.
23. To carry out all duties with an awareness of Health and Safety Issues and adhere to the safe systems of work specified in the Safety Policy.
24. To be aware of all relevant risk assessments, hazards and the control measures to be used.
25. To use correctly equipment/protective material provided for health and safety.
26. To be aware of the general responsibilities as set out in the Corporate Health and Safety Policy.
27. To carry out all duties whilst adhering to the Policy on Customer Care.
28. The Post-holder is expected to carry out, in addition to the already mentioned duties, any other duties reasonably expected with the general level of the post.

**PERSON SPECIFICATION**

**JOB TITLE:** Swimming Development Co-ordinator

**SECTION:** Leisure Centres

**LOCATION:** AVL Leisure Centres

**JOB CRITERIA**

<b><i>ESSENTIAL CRITERIA</i></b>	<b><i>Measur ed by *</i></b>	<b><i>DESIRABLE CRITERIA</i></b>
<u>Table for Criteria Measured By</u> a) Application Form b) c) Interview		

<p><b><u>SKILLS</u></b></p> <p>Ability to supervise and motivate children.</p> <p>Ability to motivate a team of swimming coaches</p> <p>Ability to work as an individual or as part of a team.</p> <p>Ability to work with children of school age.</p> <p>Good all round communication skills.</p> <p>Diplomacy to form good working relationships with colleagues and customers.</p> <p>Good organisational skills.</p>	<p><b>AC</b></p> <p><b>C</b></p> <p><b>AC</b></p> <p><b>AC</b></p> <p><b>C</b></p> <p><b>C</b></p> <p><b>C</b></p>	<p><b>C</b></p> <p><b>C</b></p> <p>Of analysing and reviewing Performance Indicator information</p> <p>Understanding and interpreting financial analysis</p>
<p><b><u>KNOWLEDGE</u></b></p> <p>Understanding of Pool Programming</p> <p>Understanding of swim teaching techniques/delivery</p> <p>Understanding of Leisure priorities in terms of pool programming.</p> <p>An good knowledge of Health &amp; Safety issues in relation to swimming pools.</p> <p><i>An good knowledge of good customer care practices.</i></p> <p><i>ASA swim plans</i></p>	<p><b>AC</b></p> <p><b>C</b></p> <p><b>C</b></p> <p><b>C</b></p> <p><b>C</b></p> <p><b>AC</b></p>	<p><b>A</b></p> <p><b>A</b></p> <p>Detailed knowledge of ASA swim plans and development</p> <p>Detailed knowledge of Amber Valley Leisure Swimming Academy</p>
<p><b><u>EXPERIENCE</u></b></p> <p><i>Swimming Coach with 1 yr+ experience</i></p> <p>Good basic education ie) 5 GCSE including Maths and English Language</p>	<p><b>A</b></p> <p><b>A</b></p> <p><b>C</b></p> <p><b>C</b></p>	<p><b>A</b></p> <p><b>C</b></p> <p>AVL Site swimming co-ordinator</p> <p>Development of swimming plans and Academy</p> <p>Managing and leading a team</p>

	<b>AC</b>	Working with customers to develop and improve the service
<b><u>QUALIFICATIONS</u></b>  <i>A swimming qualification such as ASA Assistant teacher or Full Teaching qualification.</i>	<b>A</b>  <b>A</b>	First Aid
<b><u>OTHER REQUIREMENTS</u></b>  Be flexible to work unsociable hours.  Work to the needs of the service.	<b>C</b>  <b>C</b>	<b>A</b> CRB enhanced disclosure cleared