



# Portsmouth Northsea Swimming Club

Office T12, Floor 3, Portsmouth Guildhall, Guildhall Square, Portsmouth PO1 2AB  
Telephone: 023 9284 1589

## JOB DESCRIPTION

- Job Title:** Head Swimming Coach – for Portsmouth Northsea Swimming Club with responsibility for the ASA Beacon Programme.
- Grade and Salary:** circa £34,000 + structured annual bonus scheme.
- Place of Work:** Mountbatten Leisure Centre and associated training pool network, Portsmouth.
- Responsible to:** Club Designated Line Manager/ ASA Head of Talent Development.
- Responsible for:** Portsmouth Northsea Swimming Club programme, all coaching and teaching support staff and in addition the Beacon Programme.
- Purpose of the Job:** The post holder is responsible for completing the following tasks and duties accurately and to agreed schedules.

### **Principle Responsibilities:**

- 1.1 To coach athletes within the Club and Beacon swim programmes.
- 1.2 Management and development of the Club and Beacon programmes, including the relevant day to day operation of both programmes. This includes links across the region and sub-region with the ASA, coaching forum, coaches, swimmers and appropriate local swimming and synchronised swimming clubs.
- 1.3 To coach the identified “high performance swimmers” along the talent pathway, to podium success within the Beacon club.
- 1.4 To monitor, identify and report on “workforce” development needs for the Club and Beacon Programme.
- 1.5 To contribute to appropriate local, regional and national meetings and forums as appropriate.
- 1.6 To undertake administrative and budgetary reports, including financial implications for both the Club and Beacon programme.
- 1.7 To undertake an active Club role in recruitment and development of coaching and support staff for the programmes working with ASA support and recommendation.
- 1.8 To work with local stakeholders and ASA regional staff to maximise the

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opportunities to positively promote the ASA swimming programme to the wider regional community.

- 1.9 To comply with Club and ASA policies and procedures especially those associated with equity, diversity and child protection.
- 1.10 To provide supporting guidance and documentation for swim 21 status for skill development, competitive development and performance and maintain swim 21 teaching status and or Aquamark so all delivery undertaken on the Club and Beacon programmes has quality assurance.
- 1.11 To provide reports as required by Club committee and Beacon Steering Group, including quarterly reports on achievements against KPI's and financial implications against agreed budgets.
- 1.12 To be able to plan and coordinate with colleagues, coaches and members, work schedules and resource requirements that will ensure agreed targets are reached, and where appropriate exceeded. Set and model high standards for all colleagues, coaches and athletes.
- 1.13 Any other duties, consistent with the role, required by the Club and ASA.
- 1.14 The post holder must comply with the Clubs Health and Safety rules and regulations, both on an individual and collective basis, act in compliance with the data protection principles in respecting the privacy of personal information held by the Club and must carry out their duties with full regard to the Clubs Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other policies.

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