

ELLESMERE PORT AMATEUR SWIMMING CLUB
(Affiliated to ASA North West Region)

JOB DESCRIPTION: Schools Liaison Officer

JOB TITLE: **SCHOOLS LIAISON OFFICER**

RESPONSIBLE TO: **Executive Committee**

Role

To play a vital role in working with local education establishments and organisations

Skills

- Well organised and efficient
- Sound knowledge of the club
- Enthusiastic about the role young people can play in your club
- Confident and effective communicator

Main Duties

- Source, establish and develop sustainable links with local schools
- Manage and promote club links with identified schools
- Liaise with Club Coach and Head teacher to organise assessment sessions
- Invite pupils to attend club sessions
- Communicate delivery of taster sessions to schools
- Liaise with local Schools, Sports/Swimming Development Officer, Schools Sports Coordinators & Active Sports Swimming Development Officer (where applicable)
- Distribute information as required to Schools

Time Commitment: 2 hours plus per week approximately

Signatures: Officer _____ Date: _____

Chairperson _____ Date: _____