

Deepings Swimming Club



JOB DESCRIPTION - DEVELOPMENT OFFICER

JOB TITLE: Development Officer

RESPONSIBLE TO: Management Committee

SKILLS REQUIRED:

- Communication Skills
- Well Organised
- Enthusiastic
- Ability to motivate

MAIN DUTIES

- 1) Act as Vice Chairman of DSC and manage Committee Meetings in the absence of the Chairman.
- 2) Assist in the monitoring of progress against the Club's Action Plan.
- 3) To seek out and identify, in liaison with the Chairman, Club Coach, Volunteer Coordinator and Treasurer appropriate courses.
- 4) Develop links with and liaise with the Lincs ASA Development Officer.
- 5) To liaise with the Volunteer Co-ordinator and Club Mentor to seek and identify appropriate volunteers and new recruits.
- 6) To represent DSC on the Lincolnshire Swimming Development Group meetings and provide reports back to the DSC Committee.
- 7) To attend meetings as requested by the DSC Chairman to represent DSC.
- 8) To provide support to the DSC Treasurer in the development of the DSC Business Plan and Funding Bids in conjunction with the Fund Raising Coordinator.
- 9) To follow and promote the ASA Child Protection policy and ASA Code of Ethics

Signatures: Officer _____ Date: _____

Chairperson _____ Date: _____