

OUTLINE JOB DESCRIPTION – OPERATIONS COORDINATOR

CoStA is seeking a member to act in a newly created role of Operations Coordinator. The Operations Coordinator will support the senior coaches with administration not directly related to the swimmers, coordinate the many different functions that keep the club running and seek to put in place enhanced processes for this. The Coordinator will work closely with the head coach as well as other coaches, committee members and the many volunteers within the club.

This is an exciting opportunity to use relevant organisational and people skills, and will involve a high level of personal contact. The role can be instrumental in the future of the club.

The scope of the role is flexible and can be tailored to the individual but could include:

- Coordination and administrative support on: changes to sessions due to galas/holidays, staffing changes & cover, training performance/squad movement data, coach planning for galas & camps , squad/ club updates & communications, relations with external associations (such as County & Regional ASA and Leagues)
- Liaising on the same between coaches and relevant club functions, such as Membership, Meets, Events, Finance, Facilities, Workforce, Press etc
- Help to develop/clarify/simplify/improve processes within these club operations to make them more efficient and easy to replicate, which in turn would reduce the work of the Operations Coordinator, and that of the other club functions.

The individual will have the ability to contribute other ideas and products to enhance member experience, for example a club newsletter.

Hours are flexible but can be expected to exceed 4 hours a week. Most of the work can be done at a time to suit the individual, although regular face to face contact with the senior coaches and other key functions would enable the role to work effectively. Reasonably regular presence at our pools around session times will allow this and enhance the individual's understanding of club operations.

The relevant individual must have:

- Good communication and interpersonal skills
- Good administrative and organisational skills

The Operations Coordinator will report jointly to the Chair and the Head Coach.

For a suitably qualified individual, the commitment and ownership involved with the role may justify it as a paid position. Any rate paid will reflect a typical rate for an administrator and be an all-in sum rather than a per-hour fee.

Please speak to one of Lisa Randall (Chair), Mike Cole (Head Coach) or Steven Ong (Coach Liaison) to find out more about the role – either in person or via our club emails listed on the Contacts page of the website.