



FACILITIES COORDINATOR Role Descriptor

PURPOSE

To co-ordinate facility access for all squads within the club programme.

MAIN FUNCTIONS AND DUTIES

1. Facilities

- Maintain records of available water space
- Liaise closely with facility managers in ensuring continued access
- Liaise with coaches and committee on facility requirements
- Negotiate and complete booking forms for all facilities
- Liaise with the treasurer with information on bookings and invoice payments

2. Equipment

- Maintain an inventory of club equipment and stock held at each facility
- Arrange for equipment and stock at each facility to be physically protected
- Arrange with Treasurer for adequate insurance for Club property
- Recommend new items of equipment for purchase by the Club
- Arrange routine maintenance of equipment as required

3. Communication and correspondence

- Be the first point of contact for all facilities related enquiries and closure notifications
- Inform all parties of unplanned changes in training times and planned facility closures during holiday periods and any alternative arrangements
- Publish and maintain a weekly training timetable on Club website
- Establish, maintain and develop effective working relationships with local authority, other facility providers, other clubs and partners
- Attendance and report to the Club Committee at meetings on facility matters and contribute to the general management

SKILLS / ATTRIBUTES

- Excellent organisational skills
- Attention to detail and good record keeping
- Ability to forge relationships with facility providers

REQUIREMENTS

- Sign and adhere to the Club's Volunteer Code of Conduct
- Be a member of Scottish Swimming

TRAINING AND SUPPORT

- Attend Child Wellbeing & Protection in Sport course (renewable every 3 years)