Job Description
Swim Ireland Head Coach of the National Centre (Limerick)

RESPONSIBLE TO: National Performance Director
                National Senior Team Head Coach

RESPONSIBLE FOR: Assistant Coach/s (National Centre Limerick)
                   SSSM Practitioners (National Centre Limerick)

MEMBER OF: Swim Ireland Extended Performance Team
            Swim Ireland Performance Advisory Group (PAG)

LOCATION: The University of Limerick (UL), Limerick, and, on occasions, any other location at which it is necessary for Swim Ireland Performance/Performance Pathway coaching to take place, including locations both within and outside of Ireland, as directed by the National Performance Director

STRATEGIC LINKS: National Performance Services Manager, National Performance Pathway Manager, Performance Coordinator, Performance Research Manager, Regional Pathway Development Coaches

CONDITIONS: As per Swim Ireland Staff Handbook and Swim Ireland Code of Conduct

The Head Coach of the National Centre (Limerick) will contribute to the achievement of Swim Ireland’s Performance aims, objectives and targets through the following:

KEY RESPONSIBILITIES:
1. Management & Leadership
   a. Along with the National Performance Director and the National Senior Team Head Coach, drive and deliver the ‘2017-2020 High Performance Vision & Framework’ and the ‘2017-2020 Performance Plan’ leading into the 2018 European LC Championships, 2019 World LC Championships and 2020 Olympic Games
   b. When requested, deputise for the National Senior Team Head Coach when he/she is absent from the programme
   c. Line manage and mentor the Assistant Coach/s and the SSSM Practitioners of the National Centre (Limerick)
   d. Work harmoniously with staff members of UL, UL Sport and the Sport Ireland Institute
   e. Alongside the National Performance Services Manager and Sport Ireland Institute/other relevant SSSM practitioners, lead a multi-disciplinary team in relation to the National Centre (Limerick)
   f. Encourage the development of all coaching/SSSM staff within the Performance and Performance Pathway Programme
   g. In consultation with the Performance Coordinator, plan and organise any training camps as felt necessary by the National Performance Director
   h. Support the National Performance Director in the delivery of the annual Regional Roadshows and similar initiatives

2. National Centre (Limerick)
   a. Develop the National Centre (Limerick) as a Performance Pathway Centre, with a particular focus in the development of Irish athletes for the 2024 Olympic Games
   b. Plan, prepare and direct the coaching of sessions within the National Centre (Limerick)
   c. Prepare in advance and distribute written coaching sessions/schedules for National Centre (Limerick) athletes where the post holder is not present and/or when required by the National Performance Director or the National Senior Team Head Coach
d. Upon request, provide the National Performance Director or the National Senior Team Head Coach (via e-mail or hard copy) with plans of sessions/schedules for any session where a Lead Coach role of that session is being undertaken

e. Maintain a log of all coaching sessions written and undertaken. Such a log will be reviewed periodically at the request of the National Performance Director or the National Senior Team Head Coach. All such records should be kept for the duration of the employment

f. Manage and monitor the progress of all athletes through the National Centre (Limerick) programme

g. Lead in the monitoring, recording and reporting of National Centre (Limerick) athlete attendance at pool sessions on a week-by-week basis

h. Lead in the cyclical/seasonal target setting process and related communication for National Centre (Limerick) athletes

i. Lead in the restructuring of National Centre (Limerick) coaching hours during school/university vacation periods or in the event of UL pool closure

j. In the case of any coaching absence (illness, holiday or professional duties away from the programme) ensure that adequate coaching cover is in place

k. Conduct athlete tests and the submission of such results and/or the submission any information/report writing as required for those Centre athletes who are on Swim Ireland National programmes

l. Fully support Centre athletes prior to, during and post international selection (meets and camps) and prepare any necessary and relevant sessions, schedules or reports in advance of such activities with optimum athlete performance in mind. Liaise effectively with the athlete/s in question and the Head Coach of the respective National team at all times during this process

m. Attend all agreed domestic preparation meets with National Centre (Limerick) athletes

n. Lead on the concept of the National Centre (Limerick) as a hub for Performance education through an open-door policy

o. Embrace both full time and part time (‘in touch’) athletes into the National Centre (Limerick)

p. Manage the Centre Assistant Coaches in the development of a sub-elite programme for UL students and local club members and in the support of Irish Paralympic Swimming as and when appropriate

q. Offer support to the Munster Regional Programme, the Sports Department of the University of Limerick and Limerick Swimming Club as required and agreed with the National Performance Director, either directly or through the Centre Assistant Coaches

r. Prepare and be responsible for the Centre allotted budget and resources

3. National Squad

a. When required, and in association with the SLT, plan and prepare for National Squad camps and team activities

b. When required, in association with the National Performance Pathway Manager, plan and prepare a curriculum and programme of development/education for National Squad athletes and coaches

c. When required, assist the National Performance Director and the National Performance Pathway Manager in managing and monitoring the progress of all athletes through the National Squad programme

d. When required, liaise efficiently and proactively with the Performance Coordinator, the National Performance Director and other key stakeholders in relation to domestic, welfare and pastoral arrangements for meets/camps, including risk assessment, accommodation, transport bookings, meals, chaperones, drivers and other such necessary arrangements

e. When required, coach National Squad Performance and/or Performance Pathway cohort camp sessions

4. National Team

a. Operate as a Head Coach or as an Assistant Coach on Swim Ireland National Teams when required by the National Performance Director
5. Partnership Liaison & Networking
   a. Liaise with the National Performance Director to produce reports for the Swim Ireland Communications Department for their media channels (website, Facebook, and Twitter) following relevant meets and/or individual achievements
   b. Support the National Performance Director in strengthening the relationships with the Olympic Council of Ireland, Sport Ireland and Sport Northern Ireland
   c. To provide advice and guidance to National Centre parents/guardians/families and to handle all such communications in a professional, considered and expedient manner
   d. Liaise effectively and proactively with both internal and external support-service providers in relation to the health, well-being and welfare of National Centre athletes
   e. Adhere to existing policies and contribute to the development of organisational and operational frameworks and processes that deliver a high level of duty of care to athletes and drive adherence to Swim Ireland’s principles of athlete and staff welfare and well-being
   f. Assist (when required) in the recruitment of candidates to be employed within the Performance programme
   g. In consultation with the National Performance Director, operate as a talent identification coach for the Programme when required. Use such methods as necessary to promote National Centre swimming and the opportunities which exist within the National Centre (Limerick) for talented athletes
   h. Take a lead role in the instigation, development, promotion and progression of a National Centre based skill and technical clinic programme for Swim Ireland athletes who are external to the National Centre programme, under the direction of the National Performance Director or in association with the National Performance Pathway Manager
   i. Take a lead role in the organisation, promotion and development of a coach, parent and/or athlete education programme through National Centre based clinics, seminars, workshops and camps, under the direction of the National Performance Director or in association with the National Performance Pathway Manager and/or National Performance Services Manager
   j. Assist in the organisation, promotion, delivery and development of a swimming specific SSSM education programme for athletes, parents/families, coaches and National Centre support staff under the direction of the National Performance Services Manager

6. Miscellaneous
   a. Take part in such performance management or staff review arrangements made by Swim Ireland on an annual basis
   b. Attend all necessary Swim Ireland meetings as requested by the National Performance Director or the National Senior Team Head Coach
   c. Report information to the National Performance Director or the National Senior Team Head Coach as requested from time to time

GENERAL:
- Maintain a Level 3 Swimming Coach qualification (or international equivalent) through compliance with the Swim Ireland Coach Licensing scheme
- Drive a personal performance development plan, actively identifying new areas for learning and committing to a culture of continual improvement
- Adhere to existing policies, and contribute to the development of organisational and operational frameworks and processes that deliver a high level of duty of care to athletes and drive adherence to Swim Ireland’s principles of athlete and staff welfare and well-being
- Where required, support the National Performance Director in liaising with key funding and support agencies such as Sport Ireland and Sport Northern Ireland, the Sport Ireland Institute, Sports Institute of Northern Ireland and Olympic Council of Ireland
- Contribute to the swimming element of the Sport Ireland Carding system and Sport Northern Ireland athlete investment schemes, managing all requirements of these programmes to maximise support of Ireland’s athletes
Work cooperatively with Swim Ireland staff, primary partners and sponsors to support marketing and promotional activities and media requirements.

Any other reasonable duties as required by the National Performance Director.

This job description is not to be regarded as exclusive or exhaustive; it is to be seen as enabling rather than restrictive and will be subject to regular review. It is intended as an outline indication of the areas of activity and will be amended in light of the changing needs of the Performance Programme and/or Swim Ireland.

January 2018