

# Roles & Responsibilities



## Recommended Skills

- Experience writing development plans
- Time management skills
- Excellent communication skills
- Good facilitator
- Organised
- Good IT skills

## Commitment

- The time commitment can vary depending on the size and type of the club.
- Approximately 1 hour per week is recommended

## Roles and Responsibilities

- Comply with Swim Ireland recruitment policy
- Complete Swim Ireland Clubmark survey if you intend to apply for Clubmark award
- Complete SWOT analysis
- Consult with club members prior to drafting development plan
- Write draft development plan and present to club committee for feedback
- Present development plan to club members
- Write annual plan based on 4 year development plan
- Provide regular updates at committee meetings
- Manage time frames and financial costs of development plan on an ongoing basis
- Review development plan on an annual basis

## Benefits of volunteering in this role

- Pride in your ability to support and develop your club.
- Working with other volunteers to make your club a success
- Experience working with other volunteers, writing and implementing a development plan are skills you can use in current and future employment
- Meeting new people and making friends
- Setting a positive example to young people in your club (in a junior club)

## Requirements

### Mandatory – General (U18) Clubs

Safeguarding 1 workshop (Ireland)/ Safeguarding Children & Young People in Sport (NI)

Garda Vetting/ Access NI

Swim Ireland club membership

- Signed Code of Conduct

### Recommended – All Clubs

- Managing people, situations and conflict workshop

Club development days and live webinars

Online module - Development Planning