



Role Specification: Workforce and Volunteer Co-ordinator

- Responsible to:** KCASA Development Committee
- Main purpose:** To support the development of volunteers and workforce within the KCASA; to liaise with the workforce coordinators of affiliated clubs; to ensure that volunteers and workforce have a meaningful and enjoyable experience, by supporting affiliated clubs in recruiting the right volunteers to the right roles, and helping to provide appropriate training, support and recognition to assist them in their roles.
- Skills required:**
- enthusiastic with a good relationship with affiliated clubs
 - be an excellent communicator
 - have a knowledge and empathy for volunteer needs and training opportunities
 - sound organisational skills and ability to delegate
- Time commitment:**
- as a KCASA Council member, attend the Annual Council Meeting (2 hours)
 - attend Development Committee meetings (three per year of 2 hours)
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Key tasks:

1. To maintain effective communication channels with affiliated clubs and their workforce co-ordinator
2. To support affiliated clubs to develop their workforce
3. To use a range of strategies to identify training needs within the KCASA
4. Work with the Development Co-ordinator to set up training opportunities to that meet those needs
5. To liaise with county, regional and national to identify and/or organise suitable training opportunities
6. To write occasional reports for the website on relevant matters
7. To promote Swim 21 accreditation
8. To adhere to and promote the Amateur Swimming Association's Child Protection Policy
9. To adhere to and promote KCASA rules, regulations and other policy statements
10. To undertake any other tasks appropriate to this level of responsibility

