



Swimming Academy Programme Coordinator

OVERVIEW

We are looking to recruit a suitably qualified, enthusiastic, and energetic Programme coordinator who is able to ensure the efficient operation of the department within Westonbirt Sports brand including but not limited to the Sports Centre as well as coordinating the provision for our Swimming Academy which operates from Westonbirt School sports centre. The Programme coordinator is responsible for the day-to-day planning and delivery of the Swimming Academy lessons and courses, third party bookings for the pool, and will support with the development and delivery of the swimming programme across the school, working alongside the school PE and Swimming staff. Their time will be split between teaching, oversight of other teachers and administrative duties as detailed below. This role is a direct report to the Wishford Commercial Director and works alongside the sports centre and PE teams at Westonbirt School.

RESPONSIBILITIES

- To be responsible for the successful running of the Swimming Academy. This will involve all administration including enrolment, class programming and staffing
- To be responsible for teacher recruitment for the Swimming Academy, in accordance with the School's Safer Recruitment Policy and in conjunction with the HR Officer
- To line manage the Swimming Academy team including organising training and development, as well as responsibility for organising staff rotas
- To be responsible for ensuring an excellent level of teaching is delivered to customers; that is exciting and engaging activities and lessons are being delivered at all times by leading the Swimming Academy team to achieve a high standard
- To be responsible for developing safe, creative and innovative classes following the Swim England Learn to Swim framework
- To be able to develop and implement successful methods of communication across the wider Sports Centre team and between your team members and parents
- In conjunction with the schools marketing team, develop internal and external marketing strategies for the swimming academy
- To continue to support partnerships with Swim England and approved training providers to successfully offer CPD as appropriate
- Manage the Swimming Academy budget, ensuring all financial targets are achieved, as agreed with the Commercial Director
- Ensure that all equipment and supplies are in safe working order at all times and that adequate quantities are available
- To work as a senior member of the Sports Centre team to ensure the centre is clean, safe and operationally compliant at all times.
- To work as part of the Westonbirt Sports Centre Team and to support with Duty Manager and Lifeguarding responsibilities when required.
- To work alongside the school and holiday club staff to assist with delivery of swimming lessons and courses.
- To work with the schools PE department to facilitate the most effective use of the shared facility.
- Identify and Develop additional opportunities for revenue growth including outside term time

- Awareness and compliance of Health & Safety in accordance with best practice and legal requirements.
- Ensure the safe and efficient operation of the Swimming Pool environment. Including adhering to all recommendations outlined in the documents Managing Health and Safety in Swimming Pool and PAWTAG, and support with water testing and any other requirements as set out in our operating procedures.
- Responsibility for ordering swimming supplies for the Sports Centre.
- Ensure that a high level of customer service is maintained at all times

PERSON SPECIFICATION

- Experience in a swimming management/coordinator role
- Swim England Level 2 Qualification.
- RLSS National Pool Lifeguard Qualification or NPLQ
- Track record of successful teaching
- Experience of problem solving, customer service and staff management
- An understanding of identifying staff training and development requirements and identifying development opportunities
- Flexible approach to working hours
- Excellent Communication Skills

TERMS AND CONDITIONS

40 hours per week, 5 day out of 7. Flexible working hours that suit the requirements of the business and the needs of the swim academy.

Salary dependant upon qualifications and experience approx. £28,000 to £34,000