



Role Specification: Development Co-ordinator

Responsible to: KCASA Management Committee

Main purpose: This role primarily involves enabling the development of the different disciplines: speed swimming, Masters swimming, open water swimming, para/disability swimming, diving, water polo and synchronised swimming by working with the KCASA discipline managers.

Discipline managers are responsible for the development of their particular discipline, but the Development Coordinator will support them in their aims by maintaining an overview across all the disciplines to ensure that development plans are reasonable, achievable and meet not only the short- and long-term aims of the individual disciplines but also of the KCASA.

In addition, the Development Coordinator will support the disciplines in organising development opportunities covering the range of participants (eg swimmers, volunteers, coaches, officials)

Skills required:

- well-organised and able to delegate
- enthusiastic and a good motivator
- approachable
- confident and effective communicator
- ability to tap funding sources

Time commitment:

- as a KCASA Council member, attend the Annual Council Meeting (2 hours)
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Key tasks:

1. To head a Development Committee which will include the Workforce and Volunteer Co-ordinator and at least one other member
2. To be a member of the Management Committee and oversee the Development Plan for the County
3. To act as the main point of contact for all discipline managers and maintain an overview of the implementation of individual discipline development plans, giving additional guidance and support as necessary to ensure they meet the needs of the County's Development Plan
4. To have a knowledge of partners who are able to assist in the development of the various disciplines and those who can provide support and/or funding
5. To identify methods for improving the provision of facilities in the country, eg 50m pool provision
6. To produce a written report to the Annual General Meeting in December each year
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. Undertake any other tasks appropriate to this level of responsibility

