

SCHOOLS LIAISON OFFICER

Role

To play a vital role in working with local education establishments and organisations

Skills

- Well organised and efficient
 - Sound knowledge of the club
 - Enthusiastic about the role young people can play in your club
 - Confident and effective communicator
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Main Duties

- Source, establish and develop sustainable links with local schools
 - Manage and promote club links with identified schools
 - Liaise with Development Officer, Club Coach and Head teacher to organise taster/come and try sessions
 - Invite pupils to attend specific taster/come and try sessions
 - Communicate delivery of taster sessions to schools
 - Liaise with local Schools, Sports/Swimming Development Officer, Schools Sports Coordinators & Active Sports Swimming Development Officer (where applicable)
 - Attend local Swimming Festivals
 - Distribute information as required to Schools
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Commitment

Ongoing weekly responsibility

Benefits to Self

An opportunity to create valuable links with local young people and contribute to the future successes of the club

Further Development/Support

How to Communicate Effectively

A resource provided by Running Sport, available to download from their website

www.sportengland.org/runningsport

'The Role of the Secretary' ; 'Developing Your Sports Action Plan'

Resources provided by Running Sport, available to download from their website

www.sportengland.org/runningsport

Further training opportunities are available through the ASA Regional Training Network, for your nearest training centre visit the ASA website

www.britishswimming.org or telephone the ASA on 01509 618700

If you have any queries regarding volunteering within the sport contact your County Volunteer Coordinator, details available on the ASA website
www.britishswimming.org > *Volunteers and Officials*

ASA Volunteer Contact

Matt Sturgess - ASA National Volunteer Coordinator

Tel: 01509 632254 Email: volunteering@swimming.org

Useful Websites

ASA website

www.britishswimming.org

Sport England

www.sportengland.org.uk

NSPCC

www.nspcc.org.uk

Volunteering England

www.volunteering.org.uk

Millennium Volunteers

www.millenniumvolunteers.gov.uk

DO-IT

www.do-it.org.uk

CSV

www.csv.org.uk

Sports Coach UK

www.sportscoachuk.org

SIGNED: _____

PRINT NAME: _____

DATE: _____