

## Tri-Anglia Role Description



**Role:** NHSG Co-ordinator

**Doc History:** Created 16 March 2018 version 0.01

### Responsible to:

- Committee
- Training and Coaching Coordinator
- Club members

### Purpose:

- Booking and coordination of club sessions at Norwich High School for Girls (NHSG).

### Commitment:

- Ad hoc admin tasks.

### Role Responsibilities

- Ensures all pool sessions are booked.
- Ensuring that Risk Assessments, Normal Operating Procedures and Emergency Action Plans are known to those leading sessions from the venue.
- Point of contact for the venue for cancellations etc
- Booking of coaches and lifeguards, and arranging cover as needed.
- Ensuring that sessions are listed on the website and are promoted.

### Skills and Qualities

- Methodical and organised.
- Approachable and a good listener.
- Respect of confidentiality.
- Tactful and discrete
- Is a member of Tri-Anglia and complies with the club's Code of Conduct

### Recognition

- Following years club membership.

### Role Appointment Acceptance – NHSG Coordinator

#### Appointed NHSG Coordinator

Signed: \_\_\_\_\_ Name: \_\_\_\_\_  
Date: \_\_\_\_\_

#### Appointing on behalf of Trustees

Signed: \_\_\_\_\_ Name: \_\_\_\_\_  
Date: \_\_\_\_\_