



## Congleton Amateur Swimming Club

### Quality Standards Coordinator Role Description

#### Role Objectives:

- To help to work towards gaining club accreditation with regards to data collection, gathering information and liaising with the Local Authority's Leisure Provider

#### Person Specification:

- Communication skills
- Planning and organisation skills
- Administrative skills
- Experience of working with people

#### Duties and Responsibilities:

- To liaise with the club committee and the Local Authority's Leisure Provider Development Officer
- Be responsible for gathering and collating the relevant information in the accreditation folder
- Identify gaps and develop an action plan to ensure that progress is efficient and easily monitored
- Identify training needs at the club, and organise for relevant individuals to attend the necessary courses.
- Ensure that the management committee is kept up to date with proceedings and ensure they are aware of progress and problems

#### Role Details:

- This is a voluntary role.

#### Times, days and location:

- As required by the club

#### Responsible to:

- The management committee