



Job Specification

POSITION DESCRIPTION

Position: Development Officer

The Development officer position for Swimming Southland is a full-time 12 month contract to be Implemented across the Southland region. Renewal of the contract is subject to ongoing funding support.

Responsible to: Swimming Southland Executive Officer

Primary Purpose: To develop, promote, and grow the sport of competitive swimming in Southland.
To support and develop the School and Club “Learn to Swim” Programmes initiatives.

Functional Relationships with:
Swimming Southland Head Coach
Club Coaches
Schools
Splash Palace
Swimming Southland Management Committee

KEY RESPONSIBILITIES	PERFORMANCE STANDARDS
1. Actively promote the sport of competitive swimming in Southland	<ul style="list-style-type: none"> • Increasing number of competitive Swimmers
2. Liaise with Splash Palace in relation to School “Learn to Swim” programme. <ul style="list-style-type: none"> • available for Swimmer Assessment and evaluations, • working with Teachers, • taking advanced groups • Identify talent for a Swim Academy programme 	All schools booked into Splash Palace covered at 1 session per week Positive feedback received from Schools and Splash Palace. A monthly report to be tabled with Executive Officer for monthly meetings
3. Liaise with all Swimming Clubs in Southland <ul style="list-style-type: none"> • keeping them abreast of any changes in coaching and swimming techniques, as released • Being available to attend club nights on a monthly basis. This can be used for coach development, level standards, and or clinics for enhancing competitive skills 	Positive feedback received from Swimming Clubs in Southland Club hours and a monthly report tabled with Executive Officer for monthly meetings

<p>4. Liaise with Swimming Southland Head Coach to develop and/or implement suitable programmes for and with, Southland Swimming Clubs, Schools in liaison with Splash Palace, Swimming Southland and Swimming New Zealand, to support the development of coaches and recruitment of swimmers within the Southland Region</p>	<p>Minimum of 1 clinic per year held</p>
<p>5. Develop a Swim Academy programme in the clubs recess term running for the 8 weeks. Identify swimmers from School and Club "Learn to Swim" programmes that may be interested in attending.</p>	<p>Positive feedback received from Swimmers Swimmers are informed of the progression pathway into competitive swimming</p>
<p>6. To ensure own safety and the safety of others.</p>	<ul style="list-style-type: none"> • Report hazards or discomfort to Swimming Southland Executive Officer • Attend training on safety issues.
<p>7. To be proactive in continuing personal development.</p>	<ul style="list-style-type: none"> • Continue to ensure professional knowledge is current and spans across best practice. • Be prepared to attend conferences, courses and take all opportunities for up-skilling where appropriate and relevant.
<p>8. Other miscellaneous duties.</p>	<ul style="list-style-type: none"> • As directed by the Swimming Southland Executive Officer

Hours of Employment:

The role is based on a flexible 20 hours per week. The nature of the position will require the applicant to be involved in work outside the traditional hours of 8.30am – 5.00pm. Therefore the position may require evening and weekend work.

Person Specifications

1. CORE COMPETENCIES

COMPETENCY	DEFINITION
Analysis/Judgement	Is able to analyse a range of information and arrive at solutions and/or recommendations fitting to the particular situation.
Communication	Ability to use clear, concise and appropriate language (both verbal and written) and to effectively listen to and consider other people's points of view.
Innovation/Creativity	Generates creative ideas to engage and teach audience
Personal Effectiveness	Demonstrates an overall personal effectiveness in work attitude, style, orientation and approach.
Teamwork	Demonstrates the ability to be a team player; effectively participating in and contributing to different teams.

2. EXPERIENCE

- Minimum of 2 years coaching experience at club level or similar
- Aquatic sports at regional and or National levels

Skills

- Good organisational skills
- Good ability to communicate well with parents, teachers and swimmers
- A demonstrated ability to relate to people across all age ranges with excellent
- Communication skills
- An outgoing personality
- Self Motivated/self starter
- Passionate about the sport of Competitive Swimming

3. QUALIFICATIONS

Relevant coaching experience and/or

Currently hold S.N.Z coaching or teaching certificate qualifications and/or

To have or prepared to get the S.N.Z Bronze level coaching accreditation within next 12 months

Agreed by:

(Job Holder's signature)

(Executive Officer's signature)

Date