

Swim England Suffolk Disability Swimming Liaison Officer Job Description

Role Title: Disability Swimming Liaison Officer (Voluntary role)
Responsible to: County Executive
Appointed at: AGM

Term of office: One year

Role Purpose: To provide support to the Disability Swimming members in the County and report to the County Executive Committee

Responsibilities:

- Represent the County at East Region Disability Group Meeting and report on County activity.
- Attend County Executive Committee Meeting
- Produce report for Executive Committee meeting and Annual General Meeting.
- Organise a County Disability Gala. This event will normally be held in April
 - Arrange for pool booking to be made.
 - Process results and circulate to Clubs.
- Arrange for all relevant information to be circulated to clubs and published on the county website
- Produce Championship Conditions for County Championships in liaison with County Executive Committee and Championship Secretary.
- Produce Schedule of Events and Qualifying Times for County Championships in conjunction with Championship Secretary.
- Support license application for County Championships.

Competencies:

Essential	Desirable
Be a member of a Swim England Suffolk club	Good IT, literacy, report writing and numeracy skills.
Well organised.	Comprehensive IT, literacy and numeracy skills.
Communicate effectively and confidently.	
Good understanding of the Swim England Para Swimming competition structure	