



## GCSC WORKFORCE DEVELOPMENT CO-ORDINATOR

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### Role

To co-ordinate the training development of the workforce (volunteers and coaches) within the club, to meet the needs of the club development plan.

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### Skills

- Well organised.
  - Enthusiastic and a good motivator.
  - Approachable.
  - Confident and effective communicator.
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### Main Duties

- Main contact for all training requirements. Book places on courses and organise specific courses if not available locally.
  - Liaise with the Workforce Coordinator, Swim 21 Coordinator and Head coach to ensure all essential training is completed and recorded.
  - Update and maintain workforce database including all qualifications and continuing professional development courses.
  - Obtain scanned copies of qualification certificates.
  - Review training completed on a regular basis and organise retraining when necessary.
  - Liaise with the Treasurer and gain approval regarding payment of courses.
  - Liaise closely with the Child Welfare Officers and Workforce Coordinator to ensure that each volunteer is aware of the Child Protection Policy and Procedures and have DBS as necessary. Maintain workforce database to reflect latest DBS date.
  - Ensure training grants are fully utilised where applicable. Keep abreast of grant information through websites: ASA, GCASA and Active Gloucestershire.
  - Ensure volunteers are directed to the ASA website for useful information on volunteering
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### Commitment

Determined by the club plans and activities i.e. 1 hour per week

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### Benefits to Self

Contribution to creating a better structure for volunteers within Swimming and simultaneously helping your club by recruiting more volunteers.

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