



Swimming Co-Ordinator

25 Hours per week - £13,770.00 per annum

Do you consider yourself a committed and enthusiastic team player? Are you looking for an opportunity where you can help make a real difference? If you've answered YES then consider joining us in the role of Swimming Co-Ordinator where you will oversee, manage and develop the Sencio Learn to Swim Programme.

In order to succeed in this role it is essential that you have previous experience of working within leisure and desirable that you have a Level 2 swimming teaching qualification. In addition you will need to demonstrate that you have excellent customer service skills and the ability to effectively communicate with people at all levels. You must also have excellent organisation skills, the ability to work on your initiative, be able to work in a pressurised environment whilst being able to pay good attention to detail.

Your key activities will be:

- To coordinate the overall swim lesson programme for the organisation liaising with the centre's management team and swimming teachers as appropriate.
- To monitor the uptake of swimming lessons and regularly report to the centres management team and other colleagues as appropriate.
- To liaise with swimming teachers/instructors to help fill annual leave/sickness cover.
- To fully utilise the swimming lesson software programme and assist in the training of swimming teachers/instructors in the use of the software via the instructors hand devices / tablets.
- To liaise with the parents/ guardians of pupils attending the Learn to Swim Programme ensuring high retention.
- To deal and monitor customer complaints (and praise) and feedback to the centre's management team /swimming instructors as appropriate.
- To proactively manage the waiting lists maximising income and the take up of lessons.
- To assist in the recruitment of swimming instructors.
- To keep abreast of industry standards and /changes by liaising with Swim England.

You will need to demonstrate that you have an understanding of marketing and promotion principles and that you are IT literate. Being able to work flexibly including working unsocial hours will also be necessary.

Although not essential it would be beneficial if you have Knowledge of Child and Adult safeguarding, an understanding of leisure management software systems and a general understanding of the principles of programme development.

In return we can offer you:

- Good rates of pay
- Excellent annual leave entitlements
- First class staff training & development packages
- Career average contributory Pension Scheme
- Free membership to the leisure centres

If this role is of interest and you feel that you have the experience and skills that we are looking for then please send your CV with a covering letter explaining how you meet our requirements to the HR Manager angela.marshall@sencio.org.uk.

We regret that we are not able to respond to all applicants and if you have not been contacted within 14 days of the closing date then your application has not been successful.

Sencio Community Leisure is committed to being Equal Opportunities Employers.