



POSITION DESCRIPTION

Position title: Community Swimming & Water Safety Officer

Reports to: Swimming Waikato Chief Executive

Office Location: Hamilton, New Zealand

General Description

The Regional Community Swimming & Water Safety Officer is responsible for overseeing Swimming Waikato's Swimming and Water Safety initiatives

Duties and Responsibilities

- Support local clubs and communities to provide quality swimming and water safety opportunities
- Working with our clubs and their teachers/coaches to establish a programme of long term planning with a view to promote and keeping young people involved with swimming
- Bridging the gap between local private and council learn to swim programmes with club swimming, to help young swimmers continue their swimming journey
- Maintaining an effective relationship with clubs, coaches' schools, teachers and volunteers
- Establish events and other activities that encourage participation in swimming and or water safety that promote further participation in swimming or alternative aquatic activities.
- Support the marketing and communication of valuable insights (e.g teacher surveys, provider consultations) and researched practice to make improvements in the provision of LTS & WS whilst promoting the many life long benefits of actively participating in swimming
- Ensure effective monitoring and evaluation methods are undertaken that demonstrates the impact of all work
- Contribute to the development of funding applications on behalf of Swimming Waikato as and when required

Key Skills and Attributes

- An understanding of young people, their needs, and how to meet those needs
- High levels of organisational, administrative, planning and reporting skills
- Outstanding communication and networking competencies
- Proven ability to work of own initiative
- Commitment to continuous learning and innovation
- Strong emotional intelligence skills
- Excellent verbal, written and presentation skills
- Ability to work effectively autonomously and as part of a team
- Ability to transform words into action
- Good problem analysis and problem solving skills

Experience & Knowledge

Essential

- Minimum of three years in sport / water safety administration and leadership
- Evidence of working collaboratively with multiple partners in the establishment and development of initiatives and support services
- National or Internationally recognised swim coach/teacher qualification

Desirable

- Tertiary qualification preferably in education, or sports related, or similar experience
- Knowledge and understanding of the aquatics industry
- Knowledge and understanding of the operating models in primary and intermediate schools
- Ability to use te reo Maori vocabulary

Key Relationships

- Swimming Waikato Staff (CEO, Finance & Administration Manager, LTS & WS Administer)
- Sport Waikato
- Swimming New Zealand
- Water Safety New Zealand
- Swimming Waikato member clubs
- Schools and teachers (Sports Coordinators & Principals)
- Local Communities
- Key stakeholders (sponsors, funding and initiative partners)



Other Duties

This job description is a broad picture of the role at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the post holder will be required to carry out any other duties to the equivalent level as necessary to fulfil the purpose of the job.

The position would be full time, 1 year contract with some weekend and evening work required. Further contract extensions will be dependent on available project funding.

If you have a passion for swimming and want to be part of Swimming New Zealand's leading regional swimming programmes, then we would like to hear from you.

Swimming Waikato