



<b>Job title</b>	Aquatics Programme Coordinator	<b>Job family and level</b>	Operations and Facilities Level 2a
<b>School/ Department</b>	Sport	<b>Location</b>	University Park Campus

## Purpose of role

To support the aquatics officer in the coordination of the aquatics programme within the David Ross Sports Village swimming pools, ensuring the smooth running of the learn to swim programme. To provide first class standards of teaching, instruction and programme delivery; maximising participation and income generation via delivery of a minimum of 18 hours of swim teaching or instruction per week, including regular evening and weekend working.

Support the delivery of the Vision for Sport to deliver an outstanding student sporting offer within a sector leading facility, and establish the University as the first choice for students wishing to combine a top quality education with an outstanding sporting experience.

<b>Main responsibilities</b> (Primary accountabilities and responsibilities expected to fulfil the role)		<b>% time per year</b>
1	<p><b>Swim teaching</b></p> <ul style="list-style-type: none"> <li>▪ To teach a range of swimming lessons to juniors and adults from beginner to advanced level within both group and individual settings.</li> <li>▪ To teach a range of early years swimming lessons to pre-school age children.</li> <li>▪ To ensure personal teaching skills remain current via a minimum of 18 hours planned and regular instruction per week, including regular evening and weekend working.</li> <li>▪ To maintain effective records of appropriate swim teacher training, ensuring teaching skills and qualifications are acquired, refreshed and developed in accordance with the learn to swim programme needs, for example SEQ Level 2 Teaching Swimming to Babies; SEQ Level 3 Swim Coordinator; NRASTAC ( <b>NOTE</b>, training will be provided by the University of Nottingham where needed).</li> <li>▪ Provide additional cover for colleague absences where possible.</li> </ul>	50%
2.	<p><b>Programme coordination</b></p> <ul style="list-style-type: none"> <li>▪ Support the Aquatics officer to co-ordinate high quality and diverse aquatics programme ensuring appropriate teaching methods within a safe and professional environment, maximising occupancy and programme growth and achieving income generation and profitability targets; duties will include:               <ul style="list-style-type: none"> <li>○ Ensure adequate teaching provision at all times, arranging lesson cover where required.</li> </ul> </li> </ul>	45%

	<ul style="list-style-type: none"> <li>○ To assess, authorise and action the movement of swimmers between classes, engaging the support of appropriate colleagues where required and ensuring customers are notified of all moves.</li> <li>○ To administer the aquatics programme waiting list, communicating with prospective customers, ensuring regular monitoring of class occupancy and ensuring efficient and effective transfer onto the UoN Sport Aquatics Programme.</li> <li>○ To co-ordinate enrolments on to the programme via the computerised lesson management system, in relation to existing and new customers, scheduling lessons, liaising and engaging appropriate colleagues where required to ensure prompt payment and high quality service.</li> <li>○ Responding to customer enquiries, queries and comments in a timely and polite manner, resolving issues raised where possible and consulting with colleagues when necessary, to ensure high levels of customer satisfaction.</li> <li>○ Timely, advance communication of cancellations and alterations to colleagues and customers.</li> <li>○ Order and maintain stock associated with the aquatics programme, branding, badge and awards.</li> <li>○ To support the development of the swimming teacher team via activities such as shadowing, co-delivery and the like.</li> <li>○ To provide agreed regular reports with respect to occupancy levels, income generation, customer and instructor satisfaction.</li> <li>○ Coordinate the distribution of information to existing and prospective customers, via email updates, newsletters, leaflets and brochures.</li> <li>○ Maintain beneficial relationships with local swimming community, and educational establishments and sporting clubs with a view to increasing awareness interest.</li> </ul>	
4.	<p><b>Health and Safety and Safeguarding</b></p> <ul style="list-style-type: none"> <li>▪ To report any concerns regarding the safeguarding of children and vulnerable adults following procedures set out in the safeguarding and child protection policy.</li> <li>▪ Undertake regular checks of all poolside equipment required for the delivery of the Aquatics programme to ensure it remains in a good state of repair and is fit for purpose at all times; recommending replacements, additions and updates where necessary.</li> </ul>	5%
5.	<p><b>Departmental Support</b></p> <ul style="list-style-type: none"> <li>▪ To exhibit a flexible approach to work, providing a presence within the sports facilities outside of normal office hours and in accordance with programme needs when required.</li> </ul>	N/A

## Person specification

	<b>Essential</b>	<b>Desirable</b>
<b>Skills</b>	<ul style="list-style-type: none"> <li>▪ Ability to work cooperatively, flexibly and to meet deadlines.</li> <li>▪ Excellent organisational and time management skills with the ability to prioritise own workload.</li> <li>▪ Proven communication, presentation and interpersonal skills.</li> <li>▪ Basic computer literacy skills.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ability to teach swimming to pre-school age children.</li> <li>▪ Ability to write reports or manipulate data to create reports.</li> </ul>
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>▪ Experience of teaching swimming lessons within a large learn to swim programme.</li> <li>▪ Understanding of swim programme procedures and practices, such as waiting lists, enrolment process and customer communications.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Previous experience within an admin role.</li> </ul>
<b>Qualifications, certification and training (relevant to role)</b>	<ul style="list-style-type: none"> <li>▪ SEQ Level 2 swim teacher qualification or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>▪ SEQ Teaching Swimming to Babies qualification</li> </ul>
<b>Statutory, legal or special requirements</b>	<ul style="list-style-type: none"> <li>▪ Understanding of safeguarding legislation.</li> <li>▪ Ability to work flexible hours including evenings and weekends.</li> <li>▪ Satisfactory Enhanced disclosure obtained from the Disclosure and Barring Service.</li> </ul>	



The University of Nottingham is focused on embedding equality, diversity and inclusion in all that we do. As part of this, we welcome a diverse population to join our work force and therefore encourage applicants from all communities, particularly those with protected characteristics under the Equality Act 2010.

## Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

**Valuing people** Is open and welcoming of others, approachable and respectful. Considers the wider point of view and delivers appropriate support and guidance to colleagues.

**Taking ownership** Shows initiative and takes responsibility for own actions. Offers clarity and tactful support to colleagues to aid decisions and actions.

**Forward thinking** Demonstrates the ability to learn, and enjoys the opportunity to develop. Likes to share and implement new ideas and improvements in their area of work. Seeks feedback from others.

**Professional pride** Is self-appraising, seeking feedback from others and acts as a great role-model at all times. Keen to deliver the job well and be an effective member of the team.

**Always inclusive** Is sensitive to the needs of others and understands every person is important, right across the organisation, irrespective of level, culture, disability or any other characteristic.

## Key relationships with others



