



Ruislip Turtles Swimming Club

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The Club is dependent on a number of committed volunteers who give up their time to provide tuition, assist at poolside or provide administrative support at pool sessions. There are no staff positions within the Club.



Job Role : Chair

Purpose and Context

The Chair is the principal officer for Ruislip Turtles Swimming Club. The Chair is appointed at the AGM having been nominated and seconded by Club members. Once appointed, the Chair becomes the most senior officer, leader and spokesperson for the Club. The Chair should be supported by the appointment of a Deputy Chair when possible. All Officers and Committee Members report to the Chair. All reporting positions are defined in the Club's Constitution and are available to view and download on the Ruislip Turtles website. Other co-opted appointments may be made from time to time with agreement from the Committee, but any such appointments must ultimately report to the Chair.

Principal Accountabilities

- To provide direction and leadership to the Club, dealing with issues as and when they arise.
- To chair meetings; setting the agenda to support the development of the Club. To oversee decisions made by the management, sub committees, officers and other club personnel.
- To prepare and present (in association with the Secretary) the Annual Report to the membership at the AGM.
- To help ensure the correct and smooth running of all aspects of the Club in accordance with its rules, constitution, by-laws and UK law.
- To demonstrate a high level of commitment, including attendance at Club meetings, attendance at meetings with the Local Authority, pool operators, and other regulatory bodies.
- To work with other Club Officials to determine the long-term strategic direction of the club, identifying risks, threats, opportunities and challenges and in doing so consider the options and then make recommendations to the Committee and the Membership.
- To drive the Club forward with enthusiasm and ambition demonstrating an ability to guide and engage others with clear processes for decision making through consensus.
- To oversee the general conduct of the Club membership both collectively and as individuals to ensure that standards are maintained. This would also involve the overseeing of any subsequent disciplinary issues and procedures.
- To ensure (in association with the Club Secretary) that the Club holds up to date records for all Club Officers, Committee Members and Volunteers regarding matters of qualification, DBS clearance and Child Safeguarding.
- To provide a report to Committee Meetings covering the above.

Governance

- The Chair is required: At all times to adhere to the Rules of Ruislip Turtles Swimming Club, Highgrove pool management and any alternative Leisure Centre Pool Management related to temporary relocation or competitive events, together with any local rules pertaining to any Turtles outings or social events. At all times adhere to the Ruislip Turtles Child and Vulnerable Adult Protection Policy.
- To treat all members and persons with due dignity and respect and in doing so adhere to the Ruislip Turtles Equity Policy.
- To understand that the use of inappropriate or abusive language, bullying, harassment, or physical violence will not be tolerated and could result in action being taken through the Club Constitution or Child Protection Policy.
- To conduct themselves in a manner that takes all responsible measures for their own safety and for the safety of others.



- To wear appropriate clothing displaying the Ruislip Turtles identity.
- The Chair is required to get DBS clearance and a Child Safe Keeping Certificate.

Qualifications, Experience & Professional Training

- The Chair should hold a passion for disability swimming with a good knowledge of aquatics, sports clubs, or leading an organisation.
- The Chair should demonstrate strong leadership skills and experience in leading a group of like-minded individuals for a common purpose.
- Strong inter-personal skills are essential.
- The Chair should be approachable, diplomatic and helpful and be able to maintain harmony in the Club.



Job Role : Vice Chair

Purpose and Context

The Vice Chair reports to the Chair and deputises for the Chair in their absence. The Chair is the principal officer for the Turtles. The Vice Chair is appointed at the AGM having been nominated and seconded by Club members. Once appointed, the Vice Chair becomes an Officer of the Club and a member of the Club's Committee. All Officers and Committee Members report to the Vice Chair in the absence of the Chair. All reporting positions are defined in the Club's Constitution and are available to view on the Ruislip Turtles website. Other co-opted appointments may be made from time to time with agreement from the Committee, but any such appointments must ultimately report to the Vice Chair in the absence of the Chair.

Principal Accountabilities & Responsibilities (In the absence of the Chair)

- To provide direction and leadership to the Club, dealing with issues as and when they arise.
- To chair meetings; setting the agenda to support the development of the Club.
- To oversee decisions made by the management, sub committees, officers and other club personnel.
- To prepare and present (in association with the Secretary) the annual report to the membership at the AGM.
- To help ensure the correct and smooth running of all aspects of the club in accordance with its rules, constitution and by-laws and UK law.
- To demonstrate a high level of commitment, including attendance at Club meetings, attendance at meetings with the Local Authority, pool operators, and other regulatory bodies.
- To work with other Club Officials to determine the future long-term strategic direction of the Club, identifying risks, threats, opportunities, and challenges and in doing so consider the options and then make recommendations to the Committee and the Membership.
- To drive the Club forward with enthusiasm and ambition demonstrating an ability to guide and engage others with clear processes for decision making through consensus.
- To oversee the general conduct of the Club membership both collectively and as individuals to ensure that standards are maintained. This would also involve the overseeing of any subsequent disciplinary issues and procedures.
- To ensure (in association with the Club Secretary) that the Club holds up to date records for all Club Officers, Committee Members and Volunteers regarding matters of qualification, DBS clearance and Child Safeguarding.
- To provide a report to Committee Meetings covering the above.

Governance

- The Vice Chair is required : at all times to adhere to the Rules of Ruislip Turtles Swimming Club, Highgrove Pool Management and any alternative Leisure Centre Pool Management related to temporary relocation or competitive events, together with any local rules pertaining to any Turtles outings or social events.
- At all times adhere to the Ruislip Turtles Child and Vulnerable Adult Protection Policy.
- To treat all members and persons with due dignity and respect and in doing so adhere to the Ruislip Turtles Equity Policy.
- To understand that the use of inappropriate or abusive language, bullying, harassment, or physical violence will not be tolerated and could result in action being taken through the Club Constitution or Child Protection Policy.



- To conduct themselves in a manner that takes all responsible measures for their own safety for the safety of others.
- To wear appropriate clothing displaying the Ruislip Turtles identity.
- The Vice Chair is required to obtain a DBS check and a Child Safe keeping Certificate.

Qualifications, Experience and Professional Training

- The Vice Chair should have a passion for disability swimming with a good knowledge of aquatics, sports clubs, or leading an organisation.
- The Vice Chair should demonstrate strong leadership skills and experience in leading a group of like-minded individuals for a common purpose.
- Strong interpersonal skills are essential.
- The Vice Chair should be approachable, diplomatic and helpful and be able to maintain harmony in the Club.
- The Vice Chair is required to be flexible and adaptable to be able to step in and cover for the Chair at short notice.



Job Role : Treasurer

Purpose and Context

The Treasurer is the Senior Finance Officer of the Club and is responsible for the receipt and depositing of cash, the payment of suppliers and other invoices, record keeping, preparation of the monthly and annual accounts, the cash forecasting and funds management.

The Treasurer is appointed at the AGM having been nominated and seconded by Club members.

Once appointed the Treasurer becomes an Officer of the Club and a member of the Club's Committee and will contribute to the governance and management of the Club.

The Treasurer reports to the Chair and to the Vice Chair in the absence of the Chair and should keep the Chair and the Committee fully informed regarding all things fiscal relating to the Club.

Principal Accountabilities & Responsibilities (In the Absence of the Chief Instructor)

- To prepare the annual accounts of Profit and Loss and Balance Sheet reporting.
- To liaise with the auditor(s) to seek approval of the annual financial statements.
- To present the accounts to the Committee and then to the AGM seeking approval and acceptance of the financial statements.
- To monitor the cash balances, the prompt depositing of the Club's cash receipts and make recommendations regarding the suitable placing of funds on deposit.
- To ensure timely payment of outgoing to ensure good supplier relations.
- To manage and participate in fund-raising activities and grant applications.
- To collect and acknowledge the receipt of funds and donations from various sources.
- To make recommendations regarding the future cash projections and risks to the Club, including subscription and pool entry charge recommendations.
- To participate in the strategic development of the Club and to ensure safe governance of the Charity with strict adherence to the Charity Commission rules.
- To liaise with the Charities Commission on all relevant matters including specific responsibility for the annual financial filing of the accounts with the Charities Commission.
- To liaise with the Bank and any other suitable financial organisations.
- To make recommendations regarding the appointment of the auditor(s) and to seek agreement of said auditor appointment at the AGM.
- To attend and provide a report to Committee Meetings covering the above.

Governance

- The Treasurer is required : at all times to adhere to the Rules of Ruislip Turtles Swimming Club, Highgrove Pool Management and any alternative Leisure Centre Pool Management related to temporary relocation or competitive events, together with any local rules pertaining to any Turtles outings or social events.
- At all times adhere to the Ruislip Turtles Child and Vulnerable Adult Protection Policy.
- To treat all members and persons with due dignity and respect and in doing so adhere to the Ruislip Turtles Equity Policy.



- To understand that the use of inappropriate or abusive language, bullying, harassment or physical violence will not be tolerated and could result in action being taken through the Club Constitution or Child Protection Policy.
- To conduct themselves in a manner that takes all responsible measures for their own safety and for the safety of others.
- To obtain DBS clearance.
- Copies of all qualification certificates should be deposited with the Chair.

Qualifications, Experience and Professional Training

- The Treasurer should have a background in financial management with experience of managing and producing accounts.
- The Treasurer should have a knowledge of using and producing accounting spreadsheets.
- The Treasurer should be reliable and honest and behave with integrity and enthusiasm.
- The Treasurer should have a knowledge of banking systems including direct debits and other fund transfer engagements.
- Ideally, the Treasurer should have several years prior experience of volunteering with a Disability Swimming Club or similar organisation.



Job Role : Club Secretary

Purpose and Context

The Secretary is key to the smooth running of the Club and provides a central point of contact for administration, information and communication. The Secretary is appointed at the AGM having been nominated and seconded by Club members. Once appointed, the Secretary becomes an Officer of the Club and a member of the Club's Committee. The Secretary reports to the Chair and Vice Chair in the absence of the Chair. The Secretary should be supported by a Deputy/Assistant Secretary who will assume delegated responsibility for membership registration matters.

Principal Accountabilities & Responsibilities

- To act as a main point of contact for the Club.
- To manage the day-to-day running and administration of the Club including all internal and external correspondence.
- To organise committee meetings and AGMs, prepare agendas, take minutes and distribute and communicate these as appropriate.
- To have a good knowledge and understanding of the roles and responsibilities of other club committee members.
- To maintain up to date contact details of all members, committee members and other key club personnel.
- To assist the Chair in the preparation of the Annual Report for presentation at the AGM.
- To help ensure the correct and smooth running of all aspects of the Club in accordance with its rules, constitution and by-laws and UK law.
- To demonstrate a high level of commitment, including attendance at club meetings, attendance at meetings with the Local Authority, pool operators, and other regulatory bodies.
- To ensure that the Club secures and maintained up to date records for all Club Officers, Committee Members and Volunteers regarding matters of qualification, DBS Clearance and Child Safeguarding.
- To ensure that the Club holds up to date records regarding membership, personal details, pool attendance and registration and that these records are securely stored. NB. This task may be delegate to the Deputy/Assistant Secretary.
- To ensure that the Club is compliant with all Data Protection Regulations.
- To ensure that the Club is compliant with all Child Safeguarding, DBS and Child & Vulnerable Adults protection legislation and requirements. This includes keeping up with any regulatory changes that could impact the Club.
- This function can be supported with the additional appointment of a Child & Vulnerable Adult Protection Officer who will advise the Club Secretary.
- To cover for the Deputy/Assistant Secretary regarding all membership matters in the absence of the Deputy/Assistant Secretary.
- To provide a report to Committee Meetings covering the above.

Governance

- The Secretary is required : at all times to adhere to the Rules of Ruislip Turtles Swimming Club, Highgrove Pool Management and any alternative Leisure Centre Pool Management related to temporary relocation or competitive events, together with any local rules pertaining to any Turtles outings or social events.
- At all times adhere to the Ruislip Turtles Child & Vulnerable Adult Protection Policy.
- To treat all members and persons with due dignity and respect and in doing so adhere to the Ruislip Turtles Equity Policy.



- To understand that the use of inappropriate or abusive language, bullying, harassment, or physical violence will not be tolerated and could result in action being taken through the Club Constitution or Child Protection Policy.
- To conduct themselves in a manner that takes all responsible measures for their own safety and for the safety of others.
- To wear appropriate clothing displaying the Turtles identify.
- The Secretary is required to obtain DBS Clearance and a Child Safe Keeping Certificate.

Qualifications, Experience & Professional Training

- The Secretary should possess good administration skills, including minute-taking.
- The Secretary should demonstrate excellent organisational skills and be a competent communicator with good verbal, written and IT skills, with the confidence to represent the Club at external meetings.
- The Secretary should be enthusiastic with experience of supporting others.



Job Role : Deputy/Assistant Secretary

Purpose & Context

The Deputy/Assistant Secretary supports and reports to the Club Secretary and is key to the smooth running of the Club. The Deputy/Assistant Secretary covers in the absence of the Secretary and in doing so provides a central point of contact for administration, information and communication. The Deputy/Assistant Secretary is appointed at the AGM having been nominated and seconded by Club Members. Once appointed, the Deputy/Assistant Secretary becomes an Officer of the Club and a member of the Club's Committee. The Deputy/Assistant Secretary has delegated responsibility for membership registration matters.

Principal Accountabilities & Responsibilities

- To act as the key link between the Club and the membership regarding registration and attendance issues.
- To maintain up-to-date information and contact details of all Club members, updating any changes to membership throughout the year, including maintaining the on-line distribution lists for the Club's newsletters.
- To manage the Club's annual subscription and membership renewal and collection process, ensuring prompt receipt of fees.
- To manage the 'front desk' operation for all Saturday Swim Sessions providing a friendly welcoming reception for members and any potential new members. This will include arranging adequate cover and training for the Reception operation.
- To manage the pool session attendance registrations, collection of weekly pool admission fees and the subsequent raffle. NB. This task may be delegated to other Committee Members.

Responsibilities in the absence of the Club Secretary

- To act as a main point of contact for the Club.
- To manage the day-to-day running and administration of the Club, including all internal and external correspondence.
- To organise committee meetings and AGMs, prepare agendas, take minutes and distribute and communicate these as appropriate.
- To have good knowledge and understanding of the roles and responsibilities of other club committee members.
- To maintain up-to-date contact details of all members, committee members and other key club personnel.
- To assist the Chair in the preparation of the Annual Report for presentation at the AGM
- To help ensure the correct and smooth running of all aspects of the Club in accordance with its rules, constitution and by-laws and UK law.
- To demonstrate a high level of commitment, including attendance at Club meetings, attendance at Club meetings with the Local Authority, pool operators and other regulatory bodies.
- To ensure that the Club secures and maintains up to date records for all Club Officers, Committee Members and Volunteers regarding matters of qualification, DBS clearance and Child Safeguarding.
- To ensure that the Club holds up to date records regarding membership personal details, pool attendance and registration and that these records are securely stored. NB. This task may already be delegated to the Deputy Secretary.
- To ensure that the Club is compliant with all Data Protection Regulations.



- To ensure that the Club is compliant with all Child Safeguarding, DBS and Child & Vulnerable adult Protection legislation and requirements. This includes keeping up any regulatory changes that could impact the Club. This function can be supported with the additional appointment of a Child and Vulnerable Person Protection Officer who will advise the Club Secretary.
- To provide a report to Committee meetings covering the above.

Governance

- The Deputy Secretary is required : at all times to adhere to the Rules of Ruislip Turtles Swimming Club, Highgrove Pool Management and any alternative Leisure Centre Pool Management related to temporary relation or competitive events, together with any local rules pertaining to any Turtles outings or social events.
- At all times adhere to the Ruislip Turtles Child and Vulnerable Adult Protection Policy.
- To treat all members and persons with due dignity and respect and in doing so adhere to the Ruislip Turtles Equity Policy.
- To understand that the use of inappropriate or abusive language, bullying, harassment or physical violence will not be tolerated and could result in action being taken through the Club Constitution or Child Protection Policy.
- To conduct themselves in a manner that takes all responsible measures for their own safety and for the safety of others.
- To wear appropriate clothing displaying the Turtles identity.
- The Deputy Secretary is required to obtain DBS Clearance and a Child Safe Keeping Certificate.

Qualifications, Experience & Professional Training

- The Deputy Secretary should possess good administration skills, including minute taking.
- The Deputy Secretary should demonstrate excellent organisational skills and be a competent communication with good verbal, written and IT skills, with the confidence to represent the Club at external meetings.
- The Deputy Secretary should be enthusiastic with experience engaging with a wide range of people and dealing with multiple queries.
- The Deputy Secretary will be confident in handling cash/payment of fees.



Job Role : Child & Vulnerable Adult Protection Officer

Purpose & Context

The Child & Vulnerable Adult Protection Officer acts as the point of contact in all issues relating to the welfare of children and vulnerable adults and to ensure all appropriate documentation, forms and procedures are in place. The Child & Vulnerable Adult Protection Officer is appointed at the AGM having been nominated and seconded by Club members. Once appointed, the Child & Vulnerable Adult Protection officer becomes an Officer of the club and a member of the Club's Committee. The Child & Vulnerable Adult Protection Officer reports to the Chair and to the Vice Chair in the absence of the Chair. The Club Secretary should be kept fully informed of all Child & Vulnerable Adults Protection issues.

Principal Accountabilities & Responsibilities

- To ensure the club has a Child & Vulnerable Adults Protection Policy and an implementation plan.
- To ensure that Codes of Conduct are well publicised and followed.
- To ensure that all adults at the Club in contact with children and vulnerable adults are DBS checked and to further ensure that the DBS clearance is updated. A carry forward system is required to chase updates every 3 years.
- To ensure that Child & Vulnerable Adults Protection Policies and procedures are kept up to date with current requirements of the NGB and DBS.
- To maintain an awareness and vigilance of activities taking place at the Club to maintain familiarity with those in contact with children and vulnerable adults.
- In consultation with the NGB and Constituency Body Welfare Officers ensure all reported incidents are managed at the appropriate level in line with NGB procedures.
- Ensure all parents are aware of the Club policy on Child & Vulnerable Adults Protection and that the correct protocol for voicing concerns is maintained and disseminated to parents.
- Be aware of local Social Services and Area Child & Vulnerable Adults Protection contacts.
- To keep up to date with Child & Vulnerable Protection issues and act as a source of reference within the Club for any matters concerning child and vulnerable adult welfare.
- To liaise with all Committee Members, Swim Teachers, Helpers, Carers, Referees, or Volunteers taking responsibility for Children & Vulnerable Adults.
- To have a good knowledge and understanding of the roles and responsibilities of other club committee members.
- To attend and provide a report to Committee Meetings covering the above.

Governance

- The Child & Vulnerable Adults Protection Officer is required : At all times to adhere to the Rules of Ruislip Turtles Swimming Club, Highgrove Pool Management and any alternative Leisure Centre Pool Management related to temporary relocation or competitive events, together with any local rules pertaining to any Ruislip Turtles outings or social events.
- At all times adhere to the Ruislip Turtles Child & Vulnerable Adult Protection Policy.
- To treat all members and persons with due dignity and respect and in doing so adhere to the Ruislip Turtles Equity Policy.
- To understand that the use of inappropriate or abusive language, bullying, harassment, or physical violence will not be tolerated and could result in action being taken through the Club Constitution or Child Protection Policy.



- To conduct themselves in a manner that takes all responsible measures for their own safety and for the safety of others.
- To wear appropriate clothing displaying the Ruislip Turtles identify.
- The Child & Vulnerable Adults Protection Officer is required to attain DBS Clearance and a Child Safe Keeping Certificate.

Qualifications, Experience & Professional Training

- The Child & Vulnerable Adults Protection Officer should possess good administration skills, be organised, and be a competent communicator with good verbal and written skills, with the confidence to represent the club at external meetings.
- The Child & Vulnerable Adults Protection Officer should be enthusiastic with experience of supporting others.
- He/She should have several years of practical experience of working with special needs and/or people with a disability.
- The Child & Vulnerable Adults Protection Officer should be up to date with Child & Vulnerable Adults Protection issues and be able to act as the source of reference within the Club for any matters concerning child and vulnerable adult welfare.
- Ideally, the Child & Vulnerable Adults Protection Officer should have several years prior experience of volunteering with a Disability Swimming Club or similar organisation.



Job Role : Health & Safety Officer

Purpose & Context

The Health & Safety Officer acts as a point of contact in all issues relating to safety and the wellbeing of club members, officers and volunteers. The Health & Safety Officer is appointed at the AGM having been nominated and seconded by club members. Once appointed, the Health & Safety Officer becomes an Officer of the Club and a member of the Club's Committee. The Health and Safety Officer reports to the Chair and to the Vice Chair in the absence of the Chair. The Club's Health and Safety code can be viewed on the Turtles Website and follows the ASA safety guidelines. The Club undertakes to agree with pool operators, the arrangements necessary for ensuring the safety of the Club members and volunteers, through the hiring of the pool facility. Such agreement will provide for the Pool Operator to provide for lifeguard cover. The Club's detailed Health and Safety code relates to the Clubs other responsibilities and also includes general guidelines and rules for all Club members, volunteers, teachers, coaches, lifeguards and parents/carers who have defined responsibilities and duties which complement and reinforce or aid the Club's basic obligations.

Principal Accountabilities and Responsibilities

- To ensure the club has an updated Health & Safety Policy and procedures.
- To ensure that the Health & Safety Policy is well publicised and followed.
- To report and follow up on any issue, potential risk or concern with the necessary authorities and implement any corrective action necessary.
- To establish an efficient and effective line of communication with the pool operators maintaining a dialogue together with updated contact information.
- To record all incidents and follow up and report on any corrective action necessary.
- To liaise with all Committee Members, Swim Teachers, Helpers, Carers, Referees, Volunteers regarding any Health and Safety Concerns.
- To arrange (in association with the Chief Instructor) Pool Evacuation drills twice a year ensuring that the membership is aware of the procedures. N.B. The alarm may sound from time due to a false alarm and providing there has been a pool evacuation, these may qualify as drills.
- The Health and Safety Office is responsible for the update of Health and Safety Code and is required to keep up to date with legislation and any significant change of circumstance.
- To make recommendations on any relevant training requirements pertaining to Health and Safety
- To attend and provide a report to Committee Meetings covering the above.

Governance

- The Health & Safety Officer is required: At all times to adhere to The Rules of Ruislip Turtles Swimming Club, Highgrove Pool Management and any alternative Leisure Centre Pool Management related to temporary re-location or competitive events, together with any local rules pertaining to any Ruislip Turtles outings or social events.
- At all times adhere to The Ruislip Turtles Child and Vulnerable Adult Protection Policy.
- To treat all members and persons with due dignity and respect and in doing so adhere to The Ruislip Turtles Equity Policy.
- To understand that the use of inappropriate or abusive language, bullying, harassment, or physical violence will not be tolerated and could result in action being taken through the Club Constitution or Child Protection Policy.



- To conduct themselves in a manner that takes all responsible measures for their own safety and for the safety of others.
- To wear appropriate clothing displaying the Turtles identity. The Health & Safety Officer is required to attain DBS Clearance and a Child Safe Keeping Certificate.

Qualifications, Experience and Professional Training

- The Health & Safety Officer should possess good administration skills, be organised, and be a competent communicator with good verbal and written skills, with the confidence to represent the club at external meetings.
- The Health & Safety Officer should be observant, vigilant with experience of supporting others.
- He/she should have several years practical experience of working with Special Needs and/or people with a disability.
- The Health & Safety Officer should be up to date with external Health & Safety developments & issues and able to act as the source of reference within the Club for any matters concerning safety and wellbeing.
- Ideally, the Health and Safety should have several years prior experience of volunteering with a Disability Swimming Club or similar organisation.



Job/ Role Description: Reception Helper

Purpose & Context

To provide a front of shop 'meet and greet' facility for the Saturday Swim sessions, duly recording and registering any matters arising. Volunteers come along at their convenience and are not expected to attend pool sessions every week. However, whenever possible it is helpful to communicate likely availability to help with co-ordination of the Saturday sessions.

Principal Accountabilities and Responsibilities

- To take direction from The Secretary or Deputy Secretary or Chair as appropriate.
- To receive members and new members as they arrive at the pool, collecting pool entrance fees and subscriptions as appropriate.
- To collect pool admission fees and subscriptions where appropriate and then pass the cash collected to the Treasurer.
- To highlight any club messages, including Newsletters, bringing to the members' attention any pending important matters.
- Refer new members to one of the Pool Helpers or Swim Teachers so that a full induction can be completed.
- To ensure that members with a disability have sufficient carer accompaniment, at all times during Turtles Swim Sessions.
- Issue membership forms to potential new members. Issue raffle tickets and draw subsequent prizes.
- Arrange assistance for those requiring help to get to the changing rooms.
- To be welcoming, friendly and communicative to the membership providing helpful assistance.
- Maintain the register of attendees.

Governance

- A Reception Helper is required: At all times to adhere to The Rules of Ruislip Turtles Swimming Club, Highgrove Pool Management and any alternative Leisure Centre Pool Management related to temporary re-location or competitive events, together with any local rules pertaining to any Turtles outings or social events.
- At all times adhere to The Ruislip Turtles Child and Vulnerable Adult Protection Policy.
- To treat all members and persons with due dignity and respect and in doing so adhere to The Ruislip Turtles Equity Policy.
- To understand that the use of inappropriate or abusive language, bullying, harassment, or physical violence will not be tolerated and could result in action being taken through the Club Constitution or Child Protection Policy.
- To conduct themselves in a manner that takes all responsible measures for their own safety and for the safety of others.
- To wear appropriate clothing displaying the Turtles identity. Helpers are required to attain DBS Clearance and a Child Safe Keeping Certificate.
- Ideally, the Reception Helper should have several years practical experience of working with Special Needs and/or people with a disability.
- Ideally, the Reception Helper should have several years prior experience of volunteering with a Disability Swimming Club or similar organisation.



Job/ Role Description: Chief Instructor

Purpose & Context

The Chief Instructor is the most senior pool official within the Ruislip Turtles Swimming Club. The Chief Instructor is responsible for the management of the weekly swim sessions and is expected to organise the available resources, delegating responsibilities where appropriate. The Chief Instructor is appointed at the AGM having been nominated and seconded by club members. Once appointed, The Chief Instructor becomes an Officer of the club and a member of the Club's Committee. All other Swim Teachers and Helpers at poolside are required to take direction from the Chief Instructor. The Chief Instructor should be supported by the appointment of a Deputy Chief Instructor when possible.

Principal Accountabilities and Responsibilities

- To oversee the setting up of the pool for Saturday Swim Sessions, taking direction from Highgrove Pool Staff on when it is safe for members to enter the pool to commence the session.
- To liaise with pool staff, and the Ruislip Turtles Health & Safety Officer regarding any issue or concern regarding Health and Safety.
- To assess (or to delegate the task) any new members to ensure that they have the correct flotation support before and after entering the pool.
- Make recommendations to the Committee regarding any equipment requirements and ensure that the equipment is used and stored in the correct way.
- To arrange (in association with the Health and Safety Officer) Pool Evacuation drills twice a year ensuring that the membership is aware of the procedures. N.B. The alarm may sound from time due to a false alarm and providing there has been a pool evacuation, these may qualify as drills.
- To assess the distance swimming capacity of members and award medals for the distance covered.
- To record and report any Child or Vulnerable Person Protection issues that may be of concern. N.B. The Ruislip Turtles Child or Vulnerable Adult Protection Officer should be alerted to all incidents and concerns urgently.
- To allocate available Teacher & Pool Helper resources using his /her judgement to prioritise those members most likely to benefit from support at any specific swim session. N.B. The club does not provide structured swimming lessons, but instead we have volunteers (Swim Teachers & Helpers) who assist with the Saturday sessions. Therefore, a family member or carer must accompany and be responsible for the member with disabilities for the duration of the session, including in the water.
- To provide an induction to any new poolside teacher or helper To provide tuition and support to other Ruislip Turtles Swim Teachers and Helpers where possible, recommending the most appropriate equipment, aids and flotation devices where appropriate.
- To provide direction for the development of Pool Teachers and Helpers in line with the Ruislip Turtles Helpers & Swim Teacher Policy and Progression Statement.
- To assist with Galas where possible. N.B. The majority of Galas clash with the timing of our Saturday Pool Sessions and the Chief Instructor's priority is to the Pool sessions not the Galas.
- To provide a report to Committee Meetings covering the above.

Governance

- The Chief Instructor is required: At all times to adhere to The Rules of Ruislip Turtles Swimming Club, Highgrove Pool Management and any alternative Leisure Centre Pool



Management related to temporary re-location or competitive events, together with any local rules pertaining to any Turtles outings or social events.

- At all times adhere to The Ruislip Turtles Child and Vulnerable Adult Protection Policy.
- To treat all members and persons with due dignity and respect and in doing so adhere to The Turtles Equity Policy.
- To understand that the use of inappropriate or abusive language, bullying, harassment, or physical violence will not be tolerated and could result in action being taken through the Club Constitution or Child Protection Policy.
- To conduct themselves in a manner that takes all responsible measures for their own safety and for the safety of others.
- To wear suitable swimming attire when attending pool sessions including an appropriate 'Chief Instructor' shirt.
- The Chief Instructor is required to attain DBS Clearance and a Child Safe Keeping Certificate. Copies of all qualification certificates should be deposited with the Chair.

Qualifications, Experience and Professional Training

- The Chief Instructor should be an ASA Level 2 qualified Swim Teacher.
- He / She should have several years practical experience of working with Special Needs and/or people with a disability.
- Ideally, the Chief Instructor should have several years prior experience of volunteering with a Disability Swimming Club or similar organisation.
- Ideally, the Chief Instructor should also hold CPDS in: Disability Swimming, Competitive Diving and Para Swimming.



Job/ Role Description: Deputy Chief Instructor

Purpose & Context

The Deputy Chief Instructor reports to the Chief Instructor and is deemed senior to the other Swim Teachers and Pool Helpers. In the absence of the Chief Instructor, The Deputy Chief Instructor is responsible for the management of the weekly swim sessions and is expected to organise the available resources, delegating responsibilities where appropriate. The Deputy Chief Instructor is appointed by the Committee following recommendation by the Chief Instructor. All other Swim Teachers and Helpers at poolside are required to take direction from the Deputy Chief Instructor in the absence of the Chief Instructor.

Principal Accountabilities and Responsibilities (In the Absence of the Chief Instructor)

- To oversee the setting up of the pool for Saturday Swim Sessions, taking direction from Highgrove Pool Staff on when it is safe for members to enter the pool to commence the session.
- To liaise with pool staff, and the Ruislip Turtles Health & Safety Officer regarding any issue or concern regarding Health and Safety.
- To assess (or to delegate the task) any new members to ensure that they have the correct flotation support before and after entering the pool.
- Make recommendations to the Committee regarding any equipment requirements and ensure that the equipment is used and stored in the correct way.
- To arrange (in association with the Health and Safety Officer) Pool Evacuation drills twice a year ensuring that the membership is aware of the procedures. N.B. The alarm may sound from time due to a false alarm and providing there has been a pool evacuation, these may qualify as drills.
- To assess the distance swimming capacity of members and award medals for the distance covered.
- To record and report any Child or Vulnerable Person Protection issues that may be of concern. N.B. The Ruislip Turtles Child or Vulnerable Adult Protection Officer should be alerted to all incidents and concerns urgently.
- To allocate available Teacher & Pool Helper resources using his/her judgement to prioritise those members most likely to benefit from support at any specific swim session. N.B. The club does not provide structured swimming lessons, but instead we have volunteers (Swim Teachers & Helpers) who assist with the Saturday sessions. Therefore, a family member or carer must accompany and be responsible for the member with disabilities for the duration of the session, including in the water.
- To provide an induction to any new poolside teacher or helper
- To provide tuition and support to other Ruislip Turtles Swim Teachers and Helpers where possible, recommending the most appropriate equipment, aids and flotation devices where appropriate.
- To provide direction for the development of Pool Teachers and Helpers in line with the Ruislip Turtles Helpers & Swim Teacher Policy and Progression Statement.
- To assist with Galas where possible. N.B. The majority of Galas clash with the timing of our Saturday Pool Sessions and the Chief Instructor's priority is to the Pool sessions not the Galas.
- To provide a report to Committee Meetings covering the above.

Governance



- The Deputy Chief Instructor is required: At all times to adhere to The Rules of Turtles Swimming Club, Highgrove Pool Management and any alternative Leisure Centre Pool Management related to temporary re-location or competitive events, together with any local rules pertaining to any Ruislip Turtles outings or social events.
- At all times adhere to The Ruislip Turtles Child and Vulnerable Adult Protection Policy.
- To treat all members and persons with due dignity and respect and in doing so adhere to The Ruislip Turtles Equity Policy.
- To understand that the use of inappropriate or abusive language, bullying, harassment, or physical violence will not be tolerated and could result in action being taken through the Club Constitution or Child Protection Policy.
- To conduct themselves in a manner that takes all responsible measures for their own safety and for the safety of others.
- To wear suitable swimming attire when attending pool sessions including an appropriate 'Swim Teacher' shirt. The Deputy Chief Instructor is required to attain DBS Clearance and a Child Safe Keeping Certificate.
- Copies of all qualification certificates should be deposited with the Chair.

Qualifications, Experience and Professional Training

- The Deputy Chief Instructor should be an ASA Level 2 qualified Swim Teacher.
- He / She should have several years practical experience of working with Special Needs and/or people with a disability.
- Ideally, the Deputy Chief Instructor should have several years prior experience of volunteering with a Disability Swimming Club or similar organisation.
- Ideally, the Chief Instructor should also hold CPDS in: Disability Swimming, Competitive Diving and Para Swimming.



Job/ Role Description: Swim Teacher

Purpose & Context

Swim Teachers report to the Chief Instructor or the Deputy Chief Instructor in the absence of the Chief Instructor. Volunteers come along at their convenience and are not expected to attend pool sessions every week. However, whenever possible it is helpful to communicate likely availability to help with co-ordination of the Saturday sessions.

Principal Accountabilities and Responsibilities

- To take direction from The Chief Instruction (or Deputy in his/her absence) regarding the safe commencement, the delegated responsibilities, allocated equipment, priorities and specific tasks for the session.
- To liaise with pool staff, The Chief Instructor (or Deputy), the Ruislip Turtles Health & Safety Officer regarding any issue or concern regarding Health and Safety.
- To participate in Pool Evacuation drills twice a year ensuring that the membership is aware of the correct procedures. N.B. The alarm may sound from time due to a false alarm and providing there has been a pool evacuation, these may qualify as drills.
- To report any Child or Vulnerable Adult Protection issues that may be of concern. N.B. The Ruislip Turtles Child or Vulnerable Adult Protection Officer should be alerted of all incidents and concerns urgently.
- To provide feedback to the Chief Instructor regarding the development of individual members and make recommendations about next development steps.

Governance

- A Swim Teacher is required: At all times to adhere to The Rules of Ruislip Turtles Swimming Club, Highgrove Pool Management and any alternative Leisure Centre Pool Management related to temporary re-location or competitive events, together with any local rules pertaining to any Ruislip Turtles outings or social events.
- At all times adhere to The Ruislip Turtles Child and Vulnerable Adult Protection Policy.
- To treat all members and persons with due dignity and respect and in doing so adhere to The Ruislip Turtles Equity Policy.
- To understand that the use of inappropriate or abusive language, bullying, harassment, or physical violence will not be tolerated and could result in action being taken through the Club Constitution or Child Protection Policy.
- To conduct themselves in a manner that takes all responsible measures for their own safety and for the safety of others.
- To wear suitable swimming attire when attending pool sessions including an appropriate 'Swim Teacher' shirt. Teachers are required to attain DBS Clearance and a Child Safe Keeping Certificate.
- Copies of all qualification certificates should be deposited with the Chair.

Qualifications, Experience and Professional Training

- The Swim Teacher must be an ASA qualified Swim Teacher.
- Ideally, the Swim Teacher should have several years practical experience of working with Special Needs and/or people with a disability.
- Ideally, the Swim Teacher should have several years prior experience of volunteering with a Disability Swimming Club or similar organisation.



Job/ Role Description: Pool Helper

Role Purpose & Context Pool

Helpers reports to the Chief Instructor or the Deputy Chief Instructor in the absence of the Chief Instructor. Volunteers come along at their convenience and are not expected to attend pool sessions every week. However, whenever possible it is helpful to communicate likely availability to help with co-ordination of the Saturday sessions.

Principal Accountabilities and Responsibilities

- To take direction from The Chief Instructor (or Deputy in his/her absence) regarding the safe commencement, the delegated responsibilities, allocated equipment, priorities and specific tasks for the session.
- To liaise with pool staff, The Chief Instructor (or Deputy). The Ruislip Turtles Health & Safety Officer regarding any issue or concern regarding Health and Safety.
- To participate in Pool Evacuation drills twice a year ensuring that the membership is aware of the correct procedures. N.B. The alarm may sound from time due to a false alarm and providing there has been a pool evacuation, these may qualify as drills.
- To report any Child or Vulnerable Person Protection issues that may be of concern. N.B. The Ruislip Turtles Child or Vulnerable Person Protection Officer should be alerted of all incidents and concerns urgently.
- Pool Helpers should not provide swimming tuition and should only operate in the pool in conjunction with a qualified Swim Teacher.
- The Helper should always follow the strict direction of the Swim Teacher they are assisting.

Governance

- A Pool Helper is required: At all times to adhere to The Rules of Turtles Swimming Club, Highgrove Pool Management and any alternative Leisure Centre Pool Management related to temporary re-location or competitive events, together with any local rules pertaining to any Ruislip Turtles outings or social events.
- At all times adhere to The Ruislip Turtles Child and Vulnerable Adult Protection Policy.
- To treat all members and persons with due dignity and respect and in doing so adhere to The Ruislip Turtles Equity Policy.
- To understand that the use of inappropriate or abusive language, bullying, harassment, or physical violence will not be tolerated and could result in action being taken through the Club Constitution or Child Protection Policy.
- To conduct themselves in a manner that takes all responsible measures for their own safety and for the safety of others.
- To wear suitable swimming attire when attending pool sessions including an appropriate 'Helper' shirt. Helpers are required to attain DBS Clearance and a Child Safe Keeping Certificate.
- Copies of all qualification certificates should be deposited with the Chair.

Experience and Development

- Ideally, the Pool Helper should have several years practical experience of working with Special Needs and/or people with a disability.
- Ideally, the Pool Helper should have several years prior experience of volunteering with a Disability Swimming Club or similar organisation.
- Members wishing to become a 'Pool Helper' should approach either the Chief Instructor, the Club Secretary or the Chair to discuss the particular role that they wish to undertake.



Before a member can become a Poolside Helper they must complete a 'Poolside Helper Induction'.

- Members cannot casually start assisting or instructing at poolside without first completing the induction programme. 'Helper' shirts for poolside and administration duties can only be awarded following a successful recommendation made by a Club Officer to the Turtles Committee
- Outlined below is how the club can support volunteers to progress in their poolside assistance through to formal Swim Teaching:
 - 14+ years speak to the Chief Instructor, the Club Secretary or the Chair about becoming a poolside helper. We can organise your induction and then under the direction and supervision of a swim teacher you can begin to help.
 - 16+ years (with at least 6 months poolside helper experience) recommendation by committee member for Level 1 Swim Teaching Assistant course.
- **Funding Guidelines for Potential Young Helpers**
 - Young helpers will need to request (in writing) financial support to help fund either a level 1 Swim Teaching Assistant course or level 2 Swim Teacher course.
 - Requests will be considered on an individual case by case basis by the Ruislip Turtles Committee at the next scheduled committee meeting.
 - A decision will be made whether to fund up to 33% of the cost of the course at that committee meeting and this will be shared with the young helper at the earliest opportunity.
- **Funding Guidelines for Committee members and parents**
 - Committee members and parents will need to request (in writing) financial support to help fund either a level 1 or level 2 training course.
 - Requests will be considered on an individual case by case basis by the Ruislip Turtles Committee at the next scheduled committee meeting.
 - A decision will be made whether to support the funding of the course and by how much at that committee meeting.
 - This will be shared with the committee member or parent at the earliest opportunity.



Job/ Role Description: Competition Secretary

Purpose & Context

The Competition Secretary reports to the Chair and is supported by the Gala Team Manager. The Competition Secretary, through the Team Manager ensures team cohesion at aquatic events and competitions. This may include the organisation of the logistics where the competition is at a different venue. The Competition Secretary is responsible for the smooth operation regarding the hosting of competitive events. The Competition Secretary is appointed at the AGM having been nominated and seconded by club members. Once appointed, The Competition Secretary becomes an Officer of the club and a member of the Club's Committee.

Principal Accountabilities and Responsibilities

- To undertake team selections as appropriate in consultation with the Team Manager and submit the Team Sheets to the event organiser.
- To maintain all competitive records and timings for gala swimmers and manage all administration matters relating to competitive events.
- Utilising the historic data, to calculate entry times for competitors.
- To organise the club's competitive gala events (including all logistics) delegating and allocating responsibilities for specific tasks. N.B. Much of this activity is currently undertaken by the Vice Chair. Communicate the results and successes to the competitors and club members utilising emails, The Ruislip Turtles Club Website and the Ruislip Turtles Newsletters.
- To develop a rewarding culture for swimmers to develop their competitive swimming in a positive environment irrespective of results.
- To provide a report to Committee Meetings regarding the club's competitive activities and successes.
- The following tasks are delegated to the Team Manager but need to be covered by the Competition Secretary in his/her absence:
 - To manage the Turtles Gala Team at events organised by the club or by invitation from other clubs and to be responsible for the administration and coordination of the team's participation.
 - To regularly communicate with parents and carers, verbally and in writing, to ensure they are aware of the full details of the event covering all the logistics of the event.
 - To relay information in a concise manner and make quick decisions based upon the best interests of individuals and the team(s).
 - To provide a central point of contact for the team at competitive events.
 - To be responsible for the safeguarding and wellbeing of swimmers and helpers To communicate with other clubs and officials to ensure the efficient and safe operation of the event and to report any concerns accordingly.
 - To liaise with pool staff, and the Ruislip Turtles Health & Safety Officer regarding any issue or concern regarding Health and Safety.
 - To be responsible on behalf of the team for any protests lodged during a competition.
 - To promote positive team spirit and behaviours.
 - To assess any new members who wishes to join the Gala Squad. To make recommendations to the Chief Instructor regarding any development needs of individual gala swimmers.
 - To record and report any Child or Vulnerable Person Protection issues that may be of concern. N.B. The Ruislip Turtles Child or Vulnerable Adult Protection Officer should be alerted to all incidents and concerns urgently.



- To obtain the detailed results from a gala for onward transmission to The Turtles Website and the Turtles Newsletter.

Governance

- The Competition Secretary is required: At all times to adhere to The Rules of Turtles Swimming Club, Highgrove Pool Management and any alternative Leisure Centre Pool Management related to temporary re-location or competitive events, together with any local rules pertaining to any Ruislip Turtles outings or social events.
- At all times adhere to The Turtles Child and Vulnerable Adult Protection Policy.
- To treat all members and persons with due dignity and respect and in doing so adhere to The Ruislip Turtles Equity Policy.
- To understand that the use of inappropriate or abusive language, bullying, harassment, or physical violence will not be tolerated and could result in action being taken through the Club Constitution or Child Protection Policy.
- To conduct themselves in a manner that takes all responsible measures for their own safety and for the safety of others.
- To wear appropriate clothing displaying the Turtles identity. The Competition Secretary is required to attain DBS Clearance and a Child Safe Keeping Certificate.

Qualifications, Experience and Professional Training

- The Competition Secretary should be enthusiastic with a good knowledge of the club and its swimmers.
- The Competition Secretary should be well organised, an excellent communicator, with the ability to communicate to a range of individuals including; swimmers, parents, carers, coaches and event staff.
- An understanding of competitions requirements to ensure swimmers are prepared and ready to compete is essential.
- The Competition Secretary should remain calm in difficult and changing situations. He/she should display a patient understanding of the individual swimmers' needs and challenges.
- He/she should have several years practical experience of working with Special Needs and/or people with a disability.
- Ideally, the Competition Secretary should have several years prior experience of volunteering with a Disability Swimming Club or similar organisation.



Job/ Role Description: Gala Team Manager

Purpose & Context

The Gala team Manager reports to the Competition Secretary. The Team Manager ensures team cohesion at aquatic events and competitions. This may include the organisation of the logistics where the competition is at a different venue.

Principal Accountabilities and Responsibilities

- To manage the Ruislip Turtles Gala Team at events organised by the club or by invitation from other clubs and to be responsible for the administration and coordination of the team's participation.
- To regularly communicate with parents and carers, verbally and in writing, to ensure they are aware of the full details of the event covering all the logistics of the event.
- To relay information in a concise manner and make quick decisions based upon the best interests of individuals and the team(s).
- To provide a central point of contact for the team. To be responsible for the safeguarding and wellbeing of gala swimmers and helpers.
- To communicate with other clubs and officials to ensure the efficient and safe operation of the event and to report any concerns accordingly.
- To liaise with pool staff, and the Turtles Health & Safety Officer regarding any issue or concern regarding Health and Safety.
- To undertake team selections as appropriate in consultation with the Competition Secretary.
- To be responsible on behalf of the team for any protests lodged during a competition. To promote positive team spirit and behaviours.
- To assess (with the Competition Secretary) any new members wishing to join the Gala Squad.
- To make recommendations to the Chief Instructor regarding any development needs of individual gala swimmers.
- To record and report any Child or Vulnerable Person Protection issues that may be of concern. N.B. The Ruislip Turtles Child or Vulnerable Person Protection Officer should be alerted to all incidents and concerns urgently.
- To obtain the detailed results from a gala for onward transmission to the Competition Secretary, The Ruislip Turtles Website and the Ruislip Turtles Newsletter.
- The Team Manager may be required to step in and cover for the Competition Secretary in his/her absence in the maintenance of recorded swim times / administration.
- To provide a report to the Competition Secretary for forwarding to the Committee.

Governance

- The Team Manager is required: At all times to adhere to The Rules of Turtles Swimming Club, Highgrove Pool Management and any alternative Leisure Centre Pool Management related to temporary re-location or competitive events, together with any local rules pertaining to any Ruislip Turtles outings or social events.
- At all times adhere to The Ruislip Turtles Child and Vulnerable Adult Protection Policy.
- To treat all members and persons with due dignity and respect and in doing so adhere to The Ruislip Turtles Equity Policy.
- To understand that the use of inappropriate or abusive language, bullying, harassment, or physical violence will not be tolerated and could result in action being taken through the Club Constitution or Child Protection Policy.



- To conduct themselves in a manner that takes all responsible measures for their own safety and for the safety of others.
- To wear appropriate clothing displaying the Turtles identity.
- The Team Manager is required to attain DBS Clearance and a Child Safe Keeping Certificate.

Qualifications, Experience and Professional Training

- The Team Manager should be enthusiastic with a good knowledge of the club and its swimmers.
- The Team Manager should be well organised, efficient, and will be required to work on his/her own initiative.
- The Team Manager should be an excellent communicator, with the ability to communicate to a range of individuals including; swimmers, parents, carers, coaches and event staff.
- An understanding of competitions requirements to ensure swimmers are prepared and ready to compete is essential.
- The Team Manager should remain calm in difficult and fast changing situations.
- He/she should display a patient understanding of the individual swimmers' needs and challenges.
- He/she should have several years practical experience of working with Special Needs and/or people with a disability. Ideally, the Team Manager should have several years prior experience of volunteering with a Disability Swimming Club or similar organisation.



Job/ Role Description: Marketing & PR Manager

Purpose & Context

The Marketing & PR Manager reports to the Chair and to the Deputy Chair in the absence of the Chair. The Marketing & PR Manager controls the relationship with external bodies, local and national press and is responsible for the corporate image of the Club / Charity. The Marketing and Press Officer leads and promotes club activities, ideally to increase membership, increase income and/or raise the profile of the club within the community. The role is usually carried out by one of the existing Club Officers or Committee Members

Principal Accountabilities and Responsibilities

- To manage the Ruislip Turtles Corporate image within the national swimming and local communities.
- To develop a marketing and promotions plan for the club in association with the club's strategic plan.
- To establish links with the local media, local disability schools & groups and pool providers /management teams.
- To lead any marketing and promotional initiatives, utilising established connections within the media, local council and established swimming governing bodies.
- To manage optimum membership numbers and make proposals to the Committee for the growth and maintenance of the membership, highlighting income generating opportunities.
- To arrange fund raising events to support the club and raise awareness in the local community e.g. Christmas Carol Singing at local supermarkets.
- To liaise with the Club Secretary, Assistant Secretary (Membership) and the Newsletter Editor to provide regular communications with members, parent and carers, verbally and in writing to ensure that all are fully aware of up and coming events, opportunities and / or any administrative changes.
- To promote and publicise all aspects of the club in a positive and equitable way through the production of informative newsletters, website updates and regular media releases. N.B. the Newsletter task may be delegated to a Newsletter Editor.
- To develop, maintain and update the club website and various social media accounts.
- To report on club events and the achievements of club members, both internally and externally.
- To assist in promoting non-swimming social events for the relevant members of the club as requested/approved by the committee.
- To provide regular updates to the Chair and Committee Meetings.

Governance

- The Marketing & PR Manager is required: At all times to adhere to The Rules of Turtles Swimming Club, Highgrove Pool Management and any alternative Leisure Centre Pool Management related to temporary re-location or competitive events, together with any local rules pertaining to any Ruislip Turtles outings or social events.
- At all times adhere to The Ruislip Turtles Child and Vulnerable Adult Protection Policy.
- To treat all members and persons with due dignity and respect and in doing so adhere to The Turtles Equity Policy.
- To understand that the use of inappropriate or abusive language, bullying, harassment, or physical violence will not be tolerated and could result in action being taken through the Club Constitution or Child Protection Policy.
- To conduct themselves in a manner that takes all responsible measures for their own safety and for the safety of others.



- To wear appropriate clothing displaying the Ruislip Turtles identity.
- The Marketing & PR Manager is required to attain DBS Clearance and a Child Safe Keeping Certificate.

Qualifications, Experience and Professional Training

- The Marketing & PR Manager should be enthusiastic with a good knowledge of the club and its swimmers.
- The Marketing & PR Manager should be well organised, efficient, with good verbal, written, digital and IT skills and have a good understanding of social media and web design/development.
- The Marketing & PR Manager should be an excellent communicator, with the ability to communicate to a wide range of individuals.
- He/she should have a background and experience in Marketing, ideally backed up with a suitable qualification.
- He/she should have several years practical experience of working with Special Needs and/or people with a disability.
- Ideally, the Marketing & PR Manager should have several years prior experience of volunteering with a Disability Swimming Club or similar organisation



Job/ Role Description: Club President

Role Purpose & Context

The Club President is an honorary role supporting the work of the club. The Club president should present a public face of the club at all times. The Club President is appointed at the AGM following a recommendation and nomination by the Chair which should then be seconded by the Club's Committee. Once appointed, The Club President, becomes an Officer of the club and a member of the Club's Committee and will contribute to the governance and management of the club. The Club President does not need to stand for subsequent re-election as the appointment continues indefinitely.

Principal Accountabilities and Responsibilities

- To act as a figurehead both within and outside of the club.
- To confidently speak publicly supporting the club committee and engaging positively with members, parents and carers.
- To be enthusiastic with a good knowledge of the club and the members and people within it.
- To represent the club when dealing with external partners.
- To attend club Committee Meetings in a neutral and uncommitted capacity, providing an impartial voice to discussions and decisions.
- To attend club events as required.
- To provide a public face for the club.
- To work with the club chair, when appropriate, to facilitate the smooth running of the club in accordance with its rules, constitution, by-laws and UK law.

Governance

- The Club President is required: At all times to adhere to The Rules of Ruislip Turtles Swimming Club, Highgrove Pool Management and any alternative Leisure Centre Pool Management related to temporary re-location or competitive events, together with any local rules pertaining to any Ruislip Turtles outings or social events.
- At all times adhere to The Turtles Child and Vulnerable Adult Protection Policy. 35 To treat all members and persons with due dignity and respect and in doing so adhere to The Ruislip Turtles Equity Policy.
- To understand that the use of inappropriate or abusive language, bullying, harassment, or physical violence will not be tolerated and could result in action being taken through the Club Constitution or Child Protection Policy.
- To conduct themselves in a manner that takes all responsible measures for their own safety and for the safety of others.
- To wear appropriate clothing displaying the Turtles identity.
- The Club President is required to attain DBS Clearance and a Child Safe Keeping Certificate.

Qualifications, Experience and Professional Training

- Strong inter-personal skills are essential as, the Club President should be approachable, diplomatic and helpful.
- This is an important and highly influential position which should be approached with professionalism and enthusiasm.
- The Club President should have a desire to represent the ethos and culture of the club across the wider general public and aquatic community.