

# Covid-19 Lead Role Description

## Introduction

The Covid-19 Lead is the key resource and contact for all matters Covid-19 for the club and will be responsible for liaising with key stakeholders and other organisations in relation to the clubs response to Covid-19. They promote clear and effective club communication channels and ensure all members feel supported and have someone to go to should they have any questions or concerns.

## Person Skills

- You will be reliable and proactive with a positive approach
- You will be an excellent communicator with good verbal, written and IT skills
- You will be a good listener with excellent interpersonal skills

## Responsibilities

- To link with and support the local operator and implement changes as required
- To act as a main point of contact for all members with regards to Covid-19
- To oversee the implementation of the relevant risk assessments
- To keep up to date with the latest Government advice and guidelines on Covid-19
- To regularly review the clubs risk assessments and safety documents and recommend changes when necessary.
- To support the Chair, Welfare Officer and/or coaches with any related Covid-19 issues.
- Advise the committee on the effectiveness of the Covid-19 risk assessments and other documentation and seek advice and guidance where required.

## Level of commitment

This will vary from club to club, but could involve some ongoing weekly responsibilities and regular attendance at training sessions.

## What support can you expect from Swim Wales?

- Access to Covid-19 resources and guidance.
- Direct contact with and support from you Swim Wales Regional Development Managers.

## What will you gain from the experience?

This is currently an extremely vital role and central to all the clubs current activities. As well as your ability to ensure clear and effective club communication channels, it is an opportunity take on a new challenge, working as part of a team to enhance the health, safety and support of all club members, and their parents.