Head Coach - ASA Level 2 / 3

**Organisation:** Heads of the Valleys Swimming Club

**Job Reference** Head Coach

**Job Type:** Permanent

**Working Hours:** Part time

**Location:** Ebbw Vale

**Salary:** 33,000 to 36,000 Pro Rata

**Closing Date:** 5th June 2025

Heads of the Valleys Swimming Club in Blaenau Gwent has an exciting opportunity. We are looking for a head coach to join our team and manage an expanding club with great potential for an ambitious coach.

Heads of the Valleys Swimming Club is a competitive Club affiliated to Swim Wales. Established in 1975, the Club provides swimming opportunities for young children through to masters. Over the years the Club has developed swimmers to achieve success at club, county, regional and national levels. Club results are improving consistently and there is the potential for a head coach to take the club to the next level, whilst also continuing to cater for all levels of performance standards.

The Head Coach will work with the dedicated coaching team in order to develop and drive the Club to perform at a higher level. The successful candidate will have excellent communication (written/ verbal) and management skills, the ability to positively inspire confidence and motivate the swimmers to be the best that they can be. Candidates will preferably be ASA coach qualified and working towards their higher level coaching qualifications.

The hours are to be agreed but will include early morning (currently 6.15am) and evening training sessions, weekend training, attendance at weekend competitions and necessary administration. If the successful candidate has skills and qualifications in dry-land training, we would look to see if that could also be incorporated into the programme.

The Head Coach has a key role at the Club in supporting the Club ethos to encourage children, and young people at all levels of ability and achievement to enjoy and benefit from swimming. The position will require working within the coaching setup, reporting to the Committee, providing leadership to swimmers, coaches, volunteers and parents to facilitate swimmers reaching their full potential.

**Main Responsibilities:**

* To set direction and performance targets for all Squads, specifically relating to the development of an effective squad structure.
* Provide a committed and professional approach towards coaching and supporting ALL swimmers to reach their full potential. Facilitate setting individual goals, outlining appropriate training and competition plans for those swimmers qualifying/aspiring to county, regional, and national competitions. Communication with parents / guardians to support the above.
* Actively encourage members to take part in competitions and put effective processes in place to monitor and understand the reasons for changes in participation levels.
* To construct an annual training and competition programme based around the principles of long-term athlete development. Prepare or oversee the preparation of training session plans for squads and allocate water time to the squads accordingly.
* Work with, support, and mentor all coaches. Develop an education strategy to enhance existing coaching skills.
* Ensure that the appropriate level of coaching is available for all Squad Sessions. Some of this responsibility may be delegated to other coaches where appropriate.
* Along with other coaches, provide a swimmer/parent education programme focusing on a variety of swimming related topics and lifestyle issues.
* Attend all appropriate competitions (Open meets, Regionals etc) and training camps as detailed in the racing and training plan. Attend all club championships. Delegate appropriately to squad coaches and team managers where necessary.
* Monitor swimmers’ progress and co-ordinate swimmer transition within the squad structure (in conjunction with the other squad coaches), and relay information to relevant committee members in a timely manner.
* Perform a management role and organise regular meetings for all coaching staff. In conjunction with the other coaches, set performance targets for the entire Club as well as other areas of Club development.
* Attend to other such general duties associated with the post of Head Coach including participating in the recruitment of the coaching team.
* Follow health and safety procedures and the Swim Wales Child Protection Policy. Be aware and understand the facility Emergency Action Plan (EAP) and Normal Operating Procedures (NOP).
* Provide coaching (skills / technique) to the Masters squad when there isn’t a clash with squad duties.

**Skills and Qualities Needed**:

* UKCC Coaching qualifications or be working towards. (Level 2 or above preferred)
* Demonstrable experience in coaching to at least regional level, with personal competitive swimming background preferred
* Extremely self-motivated
* Ability to coach, mentor and motivate others
* High levels of technical knowledge across all strokes, the racing start and turns
* Sports science knowledge with the understanding of how to implement successful cyclical training programmes, including a strong understanding of tapering for peak performance
* An understanding of the different requirements of sprinters, middle distance and distance swimmers and the creativity to implement specific training to those needs, whilst balancing the overall session running
* Reliable, with some flexibility to provide cover for other coaches at short notice
* Excellent verbal and written communication and interpersonal skills –especially through communication to the swimmers and parents.
* A strong level of administrative and management skill
* A science based knowledge and understanding of dry land strength, power, flexibility and injury prevention methods is desirable

This Job Description sets out the main responsibilities of the role but it should not be taken as a complete description of the role in its entirety.

Reporting to: Heads of the Valley Swimming Club Committee

Appointed by: Heads of the Valley Swimming Club Committee

All applications will be treated with the utmost confidentiality.

Please note, candidates that apply and meet the criteria will be invited to an interview as soon as possible as there is an immediate position to fill.

Please return applications to :- Phillipjehu@aol.com