

# Hillingdon Swimming Club

## Role Description

### SCHOOLS LIAISON OFFICER

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#### Role

To play a vital role in working with local education establishments and organisations

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#### Skills

- Well organised and efficient
  - Sound knowledge of the club
  - Enthusiastic about the role young people can play in your club
  - Confident and effective communicator
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#### Main Duties

- Source, establish and develop sustainable links with local schools
  - Manage and promote club links with identified schools
  - Liaise with Development Officer, Club Coach and Head teacher to organise taster/come and try sessions
  - Invite pupils to attend specific taster/come and try sessions
  - Communicate delivery of taster sessions to schools
  - Liaise with local Schools, Sports/Swimming Development Officer, Schools Sports Coordinators & Active Sports Swimming Development Officer (where applicable)
  - Attend local Swimming Festivals
  - Distribute information as required to Schools
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