

Roles & Responsibilities

Skills Required

- Approachable
- Confident in their role
- Team player
- Knowledge of social media
- Attention to detail
- Good communication skills
- Creative writing skills

Commitment

- The time commitment will vary depending on the size of the club
- Generally for the duration of competitions and also how much time the individual has to volunteer
- Good introductory role for volunteers

Roles and Responsibilities

- Comply with Swim Ireland recruitment policy
- Communicate with club committee and coaches, agree content to be shared on club website and social media pages
- Act as moderator/maintain website pages, consulting with CCO on appropriate content
- Ensure upcoming events are circulating through website/social media
- Make and maintain contact with local newspapers and radio stations to increase club profile
- Promote club achievements and events by writing interesting articles and sending to local newspapers in good time, always include photos.
- Keep club website and social media up to date i.e. upcoming events, good news
- Ensure club operates within acceptable use and safeguarding young people policies
- Answer any queries on club social media or direct to club secretary as necessary
- Identify methods/channels to promote club achievements

Benefits of volunteering in this role

- Pride in your ability to support and promote your club.
- Working with other volunteers to make your club a success
- Experience working with other volunteers and promoting the club through various media channels is a skill you can use in current and future employment
- Meeting new people and making friends
- Setting a positive example to young people in your club (in a junior club)

Requirements

Mandatory – All Clubs

- Safeguarding 1 workshop (Ireland)/Safeguarding Children & Young People in Sport (NI)
- Garda Vetting/ Access NI
- Swim Ireland Club Membership
- Signed Code of conduct

Recommended – All Clubs

- Managing people, situations and conflict
- Club development days and live webinars
- Online modules - Effective Committees and Effective Meetings

