

Thanet Swim Club

Data Administrator

Time Requirement

This role will be requiring irregular input, however as a guide we would expect it to be on average approximately 1-2 hours per week

Responsibilities

- Working with the Clubs membership secretary to ensure member data is kept up-to-date on Swim Club Manager;
- Management of Swim Club Manager user access and rights;
- Support the Coaches in the use of Swim Club manager, so that elements are well utilised, such as:-
 - Attendance records
 - Welfare Notifications
 - Gala notifications
- Support the welfare office to ensure coaches and helpers DBS and qualification details are kept up to date on Swim Club Manager;
- Support our Officials Liaison Officer to ensure our volunteer officials are kept up to date on Swim Club Manager
- Support the Swim21 Officer with necessary information to enable submissions of club data;
- Manage the clubs code of conduct & policy approval process using Swim Club Manager;
- Updating of Swim Club Manager for gala results from Sports System;
- Updating of Entry criteria for specific galas to produce qualified swimmer reports for club coaches;
- Provide statistics/reports for the committee as and when required
- Stay up to date with Swim Club manager developments, in order to ensure users are informed of any necessary changes/improvements

Skills

Good IT skills

Good communication skills