



# Horsham Life Saving Club

# Structure



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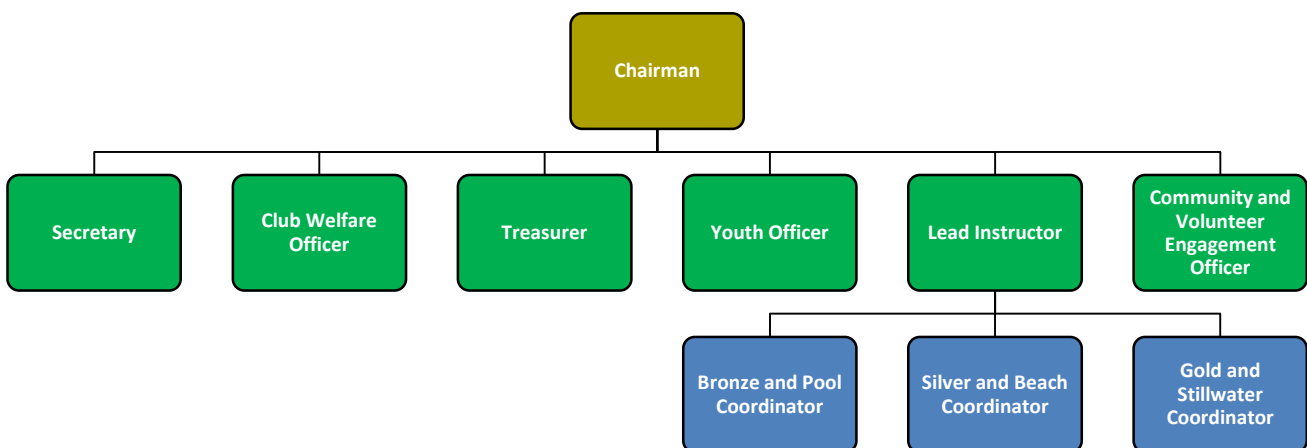


## Introduction

Horsham Life Saving Club was founded in 1982 and is affiliated to the Royal Life Saving Society UK. The Club aims to help reduce the number of drownings that happen each year in the UK by teaching people aged 12 and over Life Saving Skills including what to do in an emergency. The Club is based at the Pavilions in the Park; however during the summer months we train at Lancing Beach and Southwater Lake. The Club predominately follows the RLSS UK Survive & Save Programme but also embraces other courses. Which includes a range of water work, basic first aid and resuscitation skills.

This document includes job descriptions for the various roles that form part of the Club’s management structure. Before these specific roles were created, the Club operated well. However, it was recognised that there was a need for definition of the roles and responsibilities within the Club’s Management to ensure that the Club is operated effectively. The structure was approved by the Club’s committee on Monday 21<sup>st</sup> September 2015. These roles were then adopted at the AGM on 10<sup>th</sup> March 2016.

It was decided to have a general Committee Role Description which describes the desirable skills and the main duties of the person who holds any one of the positions included in this document. Not all of the jobs that are required for the smooth running of the Club are included in this document. It is not necessary for all of the post holders to be members of the Committee.



## General Club Management

Below is a description for anyone who takes on one of the roles included in this document, or who holds a position of responsibility in the Club.

<b>Responsible to:</b> The Club
<b>Main Duties:</b>
<ul style="list-style-type: none"> <li>• Encouraging young people to start and continue with Life Saving</li> <li>• Highlighting the work carried out both by the Club and the RLSS UK</li> <li>• Supporting the Club in any way possible</li> <li>• Completing set tasks in a timely manner</li> <li>• Complying with current Safeguarding Regulations</li> </ul>
<b>Preferred skills:</b>
<ul style="list-style-type: none"> <li>• Good Communicator</li> <li>• Ability to work as part of a team</li> <li>• Organised and good time management</li> <li>• Basic knowledge of the Club and RLSS UK</li> <li>• Basic IT skills</li> </ul>

## Role Descriptions

### Chairman

The Chairman will oversee the business of the Club and keep order amongst the members. They have overall control, giving direction, keeping focus and giving structure. Their ultimate responsibility is to make decisions on behalf of the committee following consultation with its members.

<b>Responsible to:</b> The Committee
<b>Main Duties:</b>
<ul style="list-style-type: none"> <li>• Chairing Committee meetings and Annual or Emergency General Meetings</li> <li>• Ensuring appropriate documents, including minutes, are available for Committee members</li> <li>• Ensuring that Committee members are aware of their roles and responsibilities</li> <li>• Acting as an ambassador and spokesperson for our organisation</li> <li>• Acting as a mediator if called upon</li> <li>• Keeping up to date with matters affecting the Club and its current financial position</li> <li>• To be conversant with Policies and Procedures of the Club and the RLSS UK</li> </ul>
<b>Specific skills:</b>
<ul style="list-style-type: none"> <li>• Ability to delegate duties</li> <li>• Confident and effective communication skills</li> <li>• An understanding of the future of the Club and RLSS UK</li> <li>• Ability to manage and work with a team</li> <li>• Experience of chairing meetings</li> </ul>



## Secretary

The person in this role is to be the principal administrator for the Club. This person must carry out or delegate all of the administrative duties that enable the Club and its Members to function effectively.

<b>Responsible to:</b> Chairman
<b>Main Duties:</b>
<ul style="list-style-type: none"> <li>• Acting as the main point of contact for most enquires relating to the operations of the Club</li> <li>• Organising the AGM and committee meetings</li> <li>• Producing and circulating minutes and agendas of Club meetings within good time</li> <li>• Ensuring that the minutes taken are accurate, clear and concise</li> <li>• Liaising with members, post holders and third parties</li> <li>• To ensure Committee Members complete action points from meetings in a timely manner</li> </ul>
<b>Specific skills:</b>
<ul style="list-style-type: none"> <li>• Ability to delegate/coordinate duties</li> <li>• Good IT skills</li> <li>• An understanding of the Club and RLSS UK</li> <li>• Literacy skills</li> <li>• Organised</li> <li>• Prompt</li> <li>• Time management to ensure tasks are completed on time</li> </ul>



## Club Welfare Officer

The Club Welfare Officer will be the first point of contact for any person in Lifesaving at a Club level who has a concern about child welfare and safeguarding. They will assist the Club in developing and promoting an environment that is friendly and young people focused.

<b>Responsible to:</b> Chairman	
<b>Main Duties:</b>	
<ul style="list-style-type: none"> <li>• Assisting the organisation in fulfilling its responsibilities to safeguard children and young people at Club Level.</li> <li>• Assisting the RLSS UK in implementing its child protection plan at Club Level</li> <li>• Acting as the first point of contact for staff, volunteers, parents and children/young people when concerns about children’s and vulnerable adults welfare, poor practice or child abuse are identified</li> <li>• Acting as the first point of contact with the RLSS UK National Lead Child Protection Officer</li> <li>• Implementing RLSS UK’s reporting and recording procedures</li> <li>• Maintaining contact details for local Social Services and the Police</li> <li>• Knowing how to obtain Area Child Protection Committee guidelines</li> <li>• Promoting the RLSS UK’s best practice guidance/code of conduct within the Club</li> <li>• Promoting and ensure adherence to the organisation’s safeguarding training plan</li> <li>• Promoting and maintaining confidentiality</li> <li>• Promoting anti-discriminatory practice</li> <li>• Processing and maintaining all volunteers’ DBS checks</li> <li>• Ensuring the appropriate appointment of a Deputy Child Welfare Officer</li> </ul>	
<b>Specific skills:</b>	<b>Requirements</b>
<ul style="list-style-type: none"> <li>• Be able to work with young people</li> <li>• Approachable</li> </ul>	<ul style="list-style-type: none"> <li>• Be over the age of 18</li> <li>• Be in full membership of the Society</li> </ul>





## Treasurer

The Treasurer is ultimately responsible for ensuring that the finances of the Club are organised and managed effectively.

<b>Responsible to:</b> Chairman
<b>Main Duties:</b>
<ul style="list-style-type: none"> <li>• Managing all income and expenditure including banking arrangements</li> <li>• Managing legal requirements such as taxation and charitable status</li> <li>• Reporting regularly to the Committee on the Club's financial status</li> <li>• Preparing and presenting inspected financial year end reports at the AGM</li> <li>• Working alongside the Community and Volunteer Engagement Officer to highlight areas in which grants would provide helpful additions to Club funds</li> <li>• Issuing expenses to Club/Committee members where appropriate</li> <li>• Monitoring and collecting the Club's quarterly and annual fees</li> <li>• Ensuring Club funds are spent in accordance with Committee approval</li> </ul>
<b>Specific skills:</b>
<ul style="list-style-type: none"> <li>• Good IT skills</li> <li>• An understanding of the Club and RLSS UK</li> <li>• Accountancy skills</li> <li>• Organised</li> <li>• Attention to detail</li> <li>• Appreciate the need for confidentiality</li> <li>• Honest and trustworthy</li> </ul>

## Youth Officer

The person in this role should be aged between 16 and 25 and will highlight the issues and views of our young people to the Club's Committee.

<b>Responsible to:</b> Chairman
<b>Main Duties:</b>
<ul style="list-style-type: none"> <li>• Being the point of contact for all young people in the Club and to make recommendations about social activities</li> <li>• Representing the views of Young People at the Club's committee meetings</li> <li>• Take responsibility for the Club's monthly newsletter</li> <li>• Working closely with the Community and Volunteer Engagement Officer to seek opportunities which will allow development of themselves and other young people within the Club</li> <li>• Consulting young people on their views about the Club and wider society</li> </ul>
<b>Specific skills:</b>
<ul style="list-style-type: none"> <li>• Keen and enthusiastic</li> <li>• Good literacy skills</li> <li>• Good IT skills</li> </ul>

## Lead Instructor

This person will monitor all of the Club's water safety education and will oversee all of our learning environments at all Levels.

<b>Responsible to:</b> Chairman
<b>Main Duties:</b>
<ul style="list-style-type: none"> <li>• Working with the Coordinators to ensure all of our members are developing their knowledge</li> <li>• Monitoring and keeping track of exam passes</li> <li>• Reporting any issues regarding teaching to the Committee</li> <li>• Working with other Life Saving Instructors to develop members' knowledge at all levels in a friendly and safe environment</li> <li>• Enforcing the highest standard of Life Saving Skills during teaching and assessing in any environment and at any level</li> <li>• Monitoring the complete teaching schedule to ensure events do not clash with what Teachers, Examiners or external guests are trying to achieve</li> <li>• Keeping current Instructors up to date with any teaching updates received from RLSS UK</li> <li>• Working with the Community and Volunteer Engagement Officer</li> <li>• Identifying people who should go on Life Saving Instructor and other courses and making suitable arrangements</li> <li>• Engaging with our members' parents and advising them of their children's progress and dealing with any queries they may have</li> <li>• Advising Instructors on any issues relating to their classes</li> <li>• Registering courses with RLSS UK Headquarters</li> </ul>
<b>Specific skills:</b>
<ul style="list-style-type: none"> <li>• Organisation skills</li> <li>• Effective communication skills</li> <li>• Ability to manage and coordinate</li> <li>• Delegation</li> </ul>

## Bronze and Pool Coordinator

This person will specialise in and coordinate all of our Bronze Level activities; in addition they will work with other Life Saving Instructors to coordinate all of our pool operations.

<b>Responsible to:</b> Lead Instructor
<b>Main Duties:</b>
<ul style="list-style-type: none"> <li>• Managing and coordinating Bronze Level awards</li> <li>• Closely monitor pool operations (assessments, teaching and general operations) and resolve any issues which may arise from these</li> <li>• Working closely with the Secretary and Treasurer to supervise the process of new members joining</li> <li>• Working with other Life Saving Instructors to develop members knowledge at Bronze Level in a friendly and safe environment</li> <li>• Enforcing the highest standard of Life Saving Skills during teaching and assessing at the pool and at Bronze Level</li> <li>• Organising special pool activities and ensuring these special events do not clash with what Teachers, Examiners or external guests are trying to achieve</li> <li>• Overseeing the teaching, assessing and recording of Basic Life Support exams</li> <li>• Supplying details of exams passed to the Lead Instructor for recording</li> <li>• Engaging with our members' parents, advising them of their children's progress and dealing with any queries they may have</li> <li>• Ensuring the equipment at the pool is adequate, complete and in good condition and advising the committee of additional requirements</li> </ul>
<b>Specific skills:</b>
<ul style="list-style-type: none"> <li>• Organisation skills</li> <li>• Effective communication skills</li> <li>• Ability to manage and coordinate</li> <li>• Leadership</li> </ul>

## Silver and Beach Coordinator

This person will specialise in and coordinate all of our Silver Level activities; in addition they will be responsible for and coordinate all of our beach operations.

<b>Responsible to:</b> Lead Instructor
<b>Main Duties:</b>
<ul style="list-style-type: none"> <li>• Managing and coordinating Silver Level awards</li> <li>• Closely monitor beach operations (assessments, teaching, and general operations) and to resolve any issues which may arise from these</li> <li>• Working with other Life Saving Instructors to develop members' knowledge at Silver Level in a friendly and safe environment</li> <li>• Enforcing the highest standard of Life Saving Skills during teaching and assessing in Beach and at Silver level</li> <li>• Organising Beach Training days and working with others to arrange facilities</li> <li>• Overseeing the teaching and assessing of Life Support 3 exams with the support from the Gold and Stillwater Coordinator</li> <li>• Supplying details of exams passed to the Lead Instructor for recording</li> <li>• Engaging with our members' parents, advising them of their children's progress and deal with any queries they may have</li> <li>• To work with the Stillwater Coordinator to ensure the open water equipment is adequate, complete and in good condition and advising the Committee of additional requirements</li> <li>• Ensuring a suitable NOP, EAP and Risk Assessment for each beach venue is complete and up to date</li> </ul>
<b>Specific skills:</b>
<ul style="list-style-type: none"> <li>• Organisation skills</li> <li>• Effective communication skills</li> <li>• Ability to manage and coordinate</li> <li>• Leadership</li> </ul>

## Gold and Stillwater Coordinator

This person will specialise in and coordinate all of our Gold Level activities; in addition they will be responsible for and coordinate all of our Stillwater operations.

<b>Responsible to:</b> Lead Instructor
<b>Main Duties:</b>
<ul style="list-style-type: none"> <li>• Managing and coordinating Gold Level awards</li> <li>• Closely monitor Stillwater operations (assessments, teaching and general operations) and resolving any issues which may arise from these</li> <li>• Working with other Life Saving Instructors to develop members' knowledge at Gold Level in a friendly and safe environment</li> <li>• Enforcing the highest standard of Life Saving Skills during teaching and assessing in Stillwater and at Gold Level</li> <li>• Organising Stillwater Training days and working with others to arrange facilities</li> <li>• Attending or nominating someone to attend the Southwater Lake User Group (SLUG) meetings and report to the Committee and Lead Instructor with findings or matters arising from these meetings</li> <li>• Overseeing the teaching and assessing of Life Support 3 exams with support from the Silver and Beach Coordinator</li> <li>• Supplying details of exams passed to the Lead Instructor for recording</li> <li>• To engage with our members' parents, advise them of their children's progress and deal with any queries they may have</li> <li>• To work with the Beach Coordinator to ensure the open water equipment is adequate, complete and in good condition and advising the committee of additional requirements</li> <li>• Ensuring a suitable NOP, EAP and Risk Assessment for each Stillwater venue is complete and up to date</li> </ul>
<b>Specific skills:</b>
<ul style="list-style-type: none"> <li>• Organisation skills</li> <li>• Effective communication skills</li> <li>• Ability to manage and coordinate</li> <li>• Leadership</li> </ul>

## Community and Volunteer Engagement Officer

This person will manage all of our outreach into the local community and will look after the development of our volunteers. They will be responsible for organising events, managing our volunteer reward system and grant applications.

<b>Responsible to:</b> Chairman
<b>Main Duties:</b>
<ul style="list-style-type: none"> <li>• Planning events to promote the Club and outreach in to the community. These would include Save a Baby's Life/Community Life Support courses</li> <li>• Actively engaging in local community events and with school to raise awareness of the RLSS, the Club and Drowning Prevention</li> <li>• Working closely with key contacts and other members of the Committee to ensure these events run successfully but also in accordance with any regulations that may be in place</li> <li>• Managing our Volunteers Award programme through vInspired</li> <li>• Organising any requested presentations or activities</li> <li>• Actively seeking and applying for financial grants on behalf of the Club and working closely with the separate Coordinators and the Treasurer to see where funds are most needed</li> <li>• Managing the personal development of our Volunteers</li> <li>• Working closely with the Youth Officer to find ways to encourage and develop young people in the Club</li> </ul>
<b>Specific skills:</b>
<ul style="list-style-type: none"> <li>• Organisation skills</li> <li>• Effective communication skills</li> <li>• Ability to manage and coordinate</li> <li>• Leadership</li> </ul>



## Lifesaving Instructor

The role of the Lifesaving Instructor is to teach and assess lifesaving skills in a manner that promotes the learning and development of lifesaving candidates in a safe and friendly environment. As representatives of the RLSS UK, Lifesaving Instructors should always strive to meet and exceed the standards of best practice detailed in the Society's publications and guidance.

<b>Responsible to:</b> Relevant Level Coordinator
<b>Main Duties:</b>
<ul style="list-style-type: none"> <li>• Developing knowledge of Life Saving in a fun and safe environment</li> <li>• Enforcing the highest standard of Life Saving Skills during teaching, assessing and during outreach programmes</li> <li>• Having in depth knowledge of the award syllabus and current lifesaving techniques</li> <li>• Raising any issues or concerns to the correct Level Coordinator or Lead Instructor</li> <li>• Adhering to the RLSS UK Code of Practice</li> <li>• Adhering to the current RLSS UK Safeguarding policy</li> </ul>
<b>Specific skills:</b>
<ul style="list-style-type: none"> <li>• Hold a current RLSS UK Instructor Qualification</li> <li>• Effective communication skills</li> <li>• Have a good knowledge of the Club and RLSS UK</li> </ul>





# Horsham Life Saving Club

[www.horshamlifesavingclub.co.uk](http://www.horshamlifesavingclub.co.uk)