

# 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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## **Commitment**

Ongoing weekly responsibility.

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## **Benefits to Self**

An opportunity to create valuable links with local young people and contribute to the future successes of the club.

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## **Further Development/Support**

### **How to Communicate Effectively**

A resource provided by Running Sport, available to download from their website [www.sportengland.org/runningsport](http://www.sportengland.org/runningsport)

*'The Role of the School Liaison Officer' ; 'Developing Your Sports Action Plan'*  
Resources provided by Running Sport, available to download from their website [www.sportengland.org/runningsport](http://www.sportengland.org/runningsport)

*Further training opportunities are available through the ASA Regional Training Network, for your nearest training centre visit the ASA website [www.britishswimming.org](http://www.britishswimming.org) or telephone the ASA on 01509 618700*

If you have any queries regarding volunteering within the sport contact your County Volunteer Coordinator, details available on the ASA website [www.britishswimming.org](http://www.britishswimming.org) > [Volunteers and Officials](#)

ASA Volunteer Contact

Matt Sturgess - ASA National Volunteer Coordinator

Tel: 01509 632254 Email: [volunteering@swimming.org](mailto:volunteering@swimming.org)

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### **Useful Websites**

ASA website	<a href="http://www.britishswimming.org">www.britishswimming.org</a>
Sport England	<a href="http://www.sportengland.org.uk">www.sportengland.org.uk</a>
NSPCC	<a href="http://www.nspcc.org.uk">www.nspcc.org.uk</a>
Volunteering England	<a href="http://www.volunteering.org.uk">www.volunteering.org.uk</a>
Millennium Volunteers	<a href="http://www.millenniumvolunteers.gov.uk">www.millenniumvolunteers.gov.uk</a>
DO-IT	<a href="http://www.do-it.org.uk">www.do-it.org.uk</a>
CSV	<a href="http://www.csv.org.uk">www.csv.org.uk</a>
Sports Coach UK	<a href="http://www.sportscoachuk.org">www.sportscoachuk.org</a>