**Club Competitions Secretary**

Working closely with the Head Coach, the Club Competitions Secretary is responsible for the implementation and management the Club’s competitions calendar.

**Who we are looking for?**

* + You will have excellent organisational skills including calendar management.
	+ You will be a great communicator with strong verbal, written and IT skills.
	+ You will be enthusiastic with a good knowledge of the Club and people within it.

**What do the Club expect from you?**

* + To implement the Club’s competitions calendar, working with the Head Coach to manage all associated electronic and paper documentation relating to the upcoming fixtures
	+ To manage the delivery of all competitions hosted (Club Champs and our Marlborough Open meet) and attended by the Club, including communications with relevant competition organisers and Clubs involved.
	+ Liaison with the Club Treasurer to provide accurate financial information including fees and expenses.
	+ To develop a good knowledge of the Club, County, Regional and National competition structure.

**Level of commitment required**

This will vary as we return to competitions, but may include attendance at Club Committee meetings, and ongoing competition responsibilities.

**What support can you expect from the Club?**

* + Direct contact with and support from our Head Coach
	+ Training on Swim Club Manager, Hy-tek Meet Manager and related software will be provided
	+ Access to resources and guidance via the ‘Club Hub’

**What will you gain from the experience?**

As well as your ability to develop and manage the Club’s competition calendar, it is an opportunity to take on a new challenge and support the success and achievements of the Club and its members.