

# Job specification



**Job title:** Head of Performance - Swimming  
**Service:** Digital, Leisure and Wellbeing  
**Grade:** G8  
**Reporting to:** Development Manger – Aquatics

## Your job

BeWell is seeking a dynamic, passionate, and forward-thinking Head of Performance Swimming to take over and lead the transformation of our Swim Squad. The successful candidate will be organised, proactive with the ability to inspire and capable of working both independently whilst leading and developing a wider coaching team ensuring local, county, regional and national success.

You will play a pivotal role in growing the aquatics programme, attracting talent from inside and outside our borough contributing to our key health and wellbeing objectives linked to the Councils Deal 2030.

In recent years Wigan BEST have been crowned Lancashire Age group champions for successive years, Qualified for National arena finals over the past 3 seasons and helped coach athletes to English and British nationals achieving medals of all colours at both meets. Wigan BEST vision is to provide swimmers with the optimum environment and the right opportunities at each stage of their development to enable them to achieve excellence. We will continue to strive for gold medal success through the provision of seamless pathways from early skill development to the Olympic podium. The Head of Performance will develop a strong team ethos and drive a one team approach across the squad, embedding the BeWigan Behaviours and ensuring strong links with our community clubs.

The Council is committed to complying with the European General Data Protection Regulations (GDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection Regulations.

## In this job you will

In the next 12 months you will:

- Develop, monitor, and review clear performance objectives that focus on the development of athletes capable of success at County, Regional, Home Nations, British National level and gaining representation honours on National Programme squad and British Junior teams.
- Review the commercial performance of the programme, to ensure effective use of pool time and space to maximise utilisation and adjust accordingly in conjunction with the Development Manager Aquatics.
- Deliver national standard coaching for one or more of the squads' groups. This will include individualised athlete plans, setting and agreeing performance targets by utilising a variety of motivation and discipline tactics to encourage competitive swimming.

- Review squad / club website to ensure its representative of Wigan Council and includes all relevant, up to date information. Directly linked to this is the review of back-office information / database.

On an ongoing basis you will:

- Manage the day-to-day operation of the Swim Squad including detailed programme planning for all performance squads. Ensure all coaches and squads align to individual long term athlete development plans, competition calendar, and associated competition programmes.
- Effectively manage all administrative functions relating to the squad programme. This would include but not limited to accurate monthly programme recording, direct debits, meet entries, and liaising with the Development Manager
- Provide leadership and mentoring to support the professional development of coaches to ensure the highest standard of delivery across the squad programme in line with the 'Optimal Athlete Development Framework'
- Work in conjunction with the Development Manager- Aquatics to ensure a seamless transition from the Learn to Swim pathway, Community Club through to Squad and ensure the programme promotes longevity with clear progressive pathways for swimmers' development and retention.
- To effectively lead and chair the Wigan Swim Club Development Group ensuring that all 6 Community Swimming Clubs support the Aquatic Development Plan and help develop an elite competitive swimming talent identification programme.
- Be responsible for the opening and closing of leisure buildings and the security of the building whilst squad sessions are taking place prior to the building being open to the public, including water testing.
- To organise a plan of coaching support for Wigan Squad swimmers competing at National and regional events in the UK. To link with Swim England Talent camp and support swimmers selected to attend these events that can be in the UK or Europe.
- Develop all necessary links with any external partners including Swim England and British Swimming that will enhance the Elite Swim Training Programme.
- Attend and engage in all Wigan BEST committee meetings, providing programme updates, develop volunteers, drive the clubs mission and values to foster a high-performance environment both in and out of the pool for all members
- To manage the implementation of land-based training that focuses on individualised strength and conditioning requirements for swimmers complementary to pool-based training.
- Take responsibility for your own personal development and further education to assist management with the development of the programme with reference to fundamental skills/drills, session content, recommended attendance, volume, testing, land work, competition, and programming.
- To manage the recruitment and selection of Swimming coaches
- Be an ambassador for Be Well ensuring appropriate representation and effective networking at a local, regional and national level.

- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules

## In this job you will need

You must be able to demonstrate the following essential requirements: -

- Minimum of a Level 2 Swim England Coaching Qualification, and willingness to work towards gaining Level 3.
- Previous significant experience of managing and leading a team with overall responsibility for decision making and achieving outcomes.
- Extensive knowledge of sports science relative to swimming and performance sport to degree level Knowledge of relevant land training relating to swimming.
- Understanding planning and periodisation to deliver successful performance
- An understanding of how to implement successful cyclical training programmes for elite performance, including a strong understanding of tapering for peak performance to the needs/ability/development age of the swimmers (Biological -Chronological)
- NPLQ / NRASTC Qualification or the ability to achieve within 6 weeks.
- Level 1 Pool Plant qualification or the ability to achieve within 3months.
- Current and valid driving licence to be able work across all sites within the Wigan portfolio.
- Demonstrated experience of coaching swimmers at National Age Group level coach and develop participants with differing abilities including those that may have varying disabilities.
- Previous experience of dealing with swim squad / club administration and associated paperwork.
- Knowledge of IT, social media promotion, and their application and benefits.
- Excellent interpersonal skills and the ability to manage and work with staff, volunteers, parent helpers and customers.
- The ability to plan and manage your own time to meet deadlines.
- Good organisational, verbal, and written communication skills.
- Awareness of Health & Safety policy and procedures including safeguarding.
- Satisfactory DBS check.

## Our culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **Team Wigan** behaviours.

**Be Positive... take pride in all that you do**

**Be Accountable... be responsible for making things better**

**Be Courageous... be open to doing things differently**

**Be Kind... be helpful, generous and thoughtful towards yourself and others**

## Together we will

Deliver Deal 2030, working alongside our communities to make Wigan Borough an amazing and inclusive place to live and work, building a better future.

### We will



Genuinely care for you and your wellbeing.



Champion a culture that inspires you to thrive.



Listen and engage with you to bring your ideas to life.



Celebrate your contribution and support you to reach your goals and aspirations.

### I will



Look after my wellbeing and be kind to myself and others.



Work with others across #TeamWigan to be courageous, innovative and embrace technology.



Share my ideas and be accountable for making things happen.



Own my development and let my passion and positivity shine through.