



October 2025

Dear Applicant,

Thankyou for your for your interest in our Head Coach role at Lancaster City Swimming & Water Polo Club.

We are seeking a passionate and experienced **Head Coach** to lead and develop our competitive swimming programme. This is a unique opportunity to play a central role in a thriving and inclusive club that supports swimmers of all ages and abilities — from beginners through to national-level athletes.

As Head Coach, you'll be the driving force behind our athlete development pathway, overseeing coaching delivery, training plans, and squad progression. You'll work directly with swimmers, mentor a team of committed coaches, and collaborate with the club's committee to shape the future of competitive swimming and at Lancaster City.

We are looking for an enthusiastic and forward-thinking coach who holds a minimum Level 2 coaching qualification, ideally with at least two years' experience in a coaching role. Coaches who are currently Level 2 qualified and looking to progress to Level 3 are encouraged to apply — the club is committed to supporting the right candidate in gaining this qualification.

We are seeking a strong leader who can motivate, inspire and bring out the best in our athletes. In return, we offer a rewarding voluntary position with support from Swim England, opportunities for professional development, and the chance to make a lasting impact on a well-established and ambitious club.

At Lancaster City Swimming Club, safeguarding is our highest priority. The successful candidate will be required to complete an Enhanced DBS Check with Barred List check, and must also complete approved Swim England safeguarding training before taking up the position.

To find out more about the role, we encourage all interested candidates to read the full job description detailed below.

To apply, please send your CV and a cover letter to: [lcaswpcsecretary@gmail.com](mailto:lcaswpcsecretary@gmail.com)

Deadline for applications: **Monday 20th October**

External candidates are very welcome to arrange a visit to one of our sessions for an informal chat with members of the Executive Committee and to learn more about the club environment. To arrange a visit, please email us at the address above.

We hope that you feel encouraged to apply for this position and very much look forward to receiving your application.

Yours sincerely

Lancaster City ASWPC Committee



## **Head Coach Job Description**

**Committee Area/Team:** Non-Committee Role

**Remuneration:** Volunteer Role

**Role Summary:** The club is dedicated to all its athletes, from those just starting out in competitive aquatics to those currently in National training squads. All ages and abilities are given the opportunity to achieve their goals and be the best they can be.

The Head Swim Coach is the focal point of Lancaster City's entire competitive aquatics programme. This individual motivates, counsels, encourages, communicates, and instructs every athlete who is in our competitive programme - either directly or through members of the coaching team.

### **Who are we looking for?**

We are looking for someone who:

- Holds a minimum of a Level 2 Coaching Qualification with ideally 2 years' experience in a Level 2 Coaching position. The club is willing to support Level 2 Coaches looking to complete a Level 3 qualification.
- Is a good communicator and has excellent time management skills.
- Is highly motivated, passionate, friendly, enthusiastic and ambitious to build success.
- Holds high levels of technical knowledge and the ability to provide detailed feedback.
- Has a commitment to further developing this knowledge through relevant CPD.
- Can develop a performance pathway and is committed to athlete growth.
- Has strong leadership skills in order to successfully lead and mentor a team of coaches.
- Has the ability to inspire, motivate and support athletes of all abilities.
- Can impart the Club's ethos and drive its success by providing skilled and confident leadership to athletes, fellow coaches and club volunteers.

The successful candidate must complete a Child's Barred List Check and Enhanced DBS Check and have completed approved Swim England Safeguarding Training ahead of taking up the position.

### **Level of Commitment Required:**

This role will be split into two different aspects:

- Poolside Coaching – 10.5 hours for swimming & 5.5 hours for polo plus additional time for attendance at Long Course training, Galas or Tournaments.
- Admin – time spent planning, assessing and liaising with other Coaches, Team Managers and Committee Members. This will involve a weekly admin time commitment that will fluctuate as the club moves through the annual plan. Volunteer support is available for support with coaching admin.

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

This is a pivotal role for the development of the club and its athletes. You will have the opportunity to set the target performance goals for the athletes and provide the plan for their achievement. You will have the opportunity to work first hand with our athletes and develop them to 'be the best they can be'.



You will gain experience in working with county, regional and national athletes as well as having the opportunity to take on a new challenge and impact the growth and development of the club.

### **What is expected from a Head Coach?**

- To provide a committed and professional approach towards coaching.
- To construct an annual macrocycle training programme and competition calendar in collaboration with the executive committee.
- In collaboration with the coaching team, to ensure the preparation and delivery of training session plans for all squads in line with the annual training plan and long-term goals of the club.
- To monitor progress and coordinate athlete movement between groups in conjunction with other coaches and relay this information to relevant personnel in a timely manner.
- Ensure that the appropriate level of coaching is available for all training sessions, monitoring the implementation of the plans and ensuring high coaching standards are consistently delivered.
- To lead the selection process for tournaments and galas.
- To attend appropriate competitions/tournaments and training camps, with supervised delegation to appropriately qualified Coaches and Team Managers (where necessary).
- To perform a management role and deliver regular meetings to all coaching staff.
- To follow Health and Safety Procedures and Swim England Child Protection Policy.
- To be aware of and adhere to the EAP and NOP of all training facilities.
- To forge relationships with neighbouring clubs, stakeholders and facility providers.
- To undertake relevant CPD courses to assist the development of the club and its athletes.
- To attend to other such general duties associated with the post of Head Coach.

This sets out the main aspects of the job, but it should not be taken as an exhaustive description.

### **What support can you expect from Swim England?**

- Access to resources and guidance via the 'Club Hub'.
- Direct contact with and support from the Swim England Club Development Officers.
- Direct Contact with and support from the Swim England Volunteering Team.
- Access to Swim England training opportunities.