

PAIGNTON SWIMMING CLUB

Head Coach / Lead Coach

Candidate Information Pack

An opportunity to lead the next stage of one of Devon's established competitive swimming clubs.

Role	Head Coach / Lead Coach
Organisation	Paignton Swimming Club
Location	Paignton, Brixham and Totnes, Devon
Contract	Permanent, part-time
Hours	Core evening coaching sessions, additional agreed development sessions, administration and paid competition attendance
Salary	Competitive hourly rate dependent on qualification and experience, plus paid meet attendance and expenses
Qualification	Swim England Level 2 minimum; Senior Coach / Level 3 desirable or willingness to work towards
Closing date	Open until filled, with early applications encouraged

For an informal conversation, please contact Derek Wyatt: djwyatt2013@gmail.com

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1. Welcome from Paignton Swimming Club

Thank you for your interest in becoming Head Coach / Lead Coach at Paignton Swimming Club.

This is an important appointment for the club. We are looking for an enthusiastic, organised and ambitious coach who can help us build on our recent progress, support swimmers across the pathway and lead a committed team of volunteer coaches.

We are a friendly, volunteer-led, SwimMark accredited club with more than 260 members. Our swimmers compete across local, county, regional and, historically, national pathways. The club has continued to develop its training offer, including additional strength and conditioning provision, technical diving/start sessions and increased training opportunities for our Platinum Squad swimmers.

We know this is a specialist role and we are open to discussing how it could work for the right person. We would welcome interest from experienced Head Coaches as well as ambitious Lead Coaches who are ready to take the next step with the support of an experienced and practical committee.

2. Why join us?

- **Lead a club with momentum.** Paignton has a strong competitive history and an active membership base.
- **Shape the next stage.** The successful candidate will have genuine influence over the coaching programme, squad pathway and competition planning.
- **Work with committed volunteers.** The Head Coach will lead and support a volunteer coaching team rather than work in isolation.
- **Develop a broader programme.** The club has added strength and conditioning for Platinum Squad swimmers and diving/start sessions for Gold and Platinum Squads.
- **Support performance progression.** Platinum swimmers can now access training up to six days per week most weeks each month.
- **Be supported.** The committee will support club administration, safeguarding, finance, operations and wider club communication so the coach can focus on coaching and programme leadership.

3. About the club

Paignton Swimming Club is based in South Devon and trains primarily at Torbay Leisure Centre in Paignton, with additional sessions at Brixham and Totnes.

The club currently has over 260 members and a broad squad pathway, including Platinum, Gold, Silver and Bronze squads. We compete in local leagues and galas, open meets, Devon Championships, Regional qualifying meets and the National Arena Swimming League Western League First Division.

Recent Devon Championships have seen strong swimmer progression, with swimmers reaching finals and achieving Regional qualifying times. In previous years, the club has also had swimmers attend Summer Nationals and represent Devon at the Inter Counties.

We are proud of our supportive club culture. We want swimmers to progress, enjoy training, develop discipline and confidence, and remain part of the sport for the long term.

4. The opportunity

The Head Coach / Lead Coach will provide technical and programme leadership across the club. The role combines poolside coaching, squad planning, competition planning, coach development, swimmer goal-setting and close working with the committee.

The successful candidate will not be expected to do everything alone. The committee and volunteers will continue to support the operational running of the club. The aim is to give the Head Coach the space to focus on coaching standards, swimmer development and the direction of the programme.

5. Training programme and competition pathway

Area	Current offer	Notes
Core coaching	Monday, Wednesday and Friday evenings at Torbay Leisure Centre; Thursday evening at Brixham	Core sessions are the foundation of the weekly squad programme.
Additional development	Strength and Conditioning for Platinum Squad; diving/start sessions for Gold and Platinum at Totnes	Provision has been introduced over the last 12 months and should be integrated into the wider programme.
Platinum pathway	Platinum swimmers can access training up to six days per week most weeks each month	The Head Coach will help ensure the programme remains progressive, balanced and sustainable.
Competition programme	Approximately 25 galas/open meets per year, from local league events to Regional qualifying meets	Competition planning is agreed with the Open Meet Secretary and committee.
Future development	Potential long course sessions at Plymouth Life Centre	Subject to planning, demand and affordability.

6. Role description

Role purpose

- Plan, deliver and review a coaching programme that develops swimmers across the club pathway.
- Maximise swimmer progression and performance while maintaining a positive, safe and inclusive environment.
- Lead, support and develop the volunteer coaching team.
- Ensure coaching is informed by current Swim England, British Swimming, South West Region and Devon guidance.
- Work collaboratively with the committee, volunteers, swimmers and parents.

Main responsibilities

- Plan, deliver and review sessions for Platinum, Gold, Silver and Bronze squads, with appropriate differentiation between squads and individual swimmers.

- Set and review goals for Platinum Squad swimmers and ensure targets are communicated clearly to swimmers and parents.
- Develop a coherent programme across pool training, strength and conditioning, technical development, starts, turns and race skills.
- Lead the volunteer coaching team, including providing guidance, feedback and support with session planning.
- Work with the Open Meet Secretary to plan an appropriate competition calendar for each training cycle.
- Attend agreed open meets, galas and key club events.
- Support swimmer retention, enjoyment, progression and wellbeing.
- Maintain appropriate professional standards, safeguarding awareness and confidentiality.
- Complete agreed administration linked to the Head Coach role, including planning, communication and swimmer development records.
- Work with the committee to identify future development opportunities for the club.

7. Person specification

Criteria	Essential	Desirable
Qualifications	Swim England Swimming Coach Certificate Level 2 Award or equivalent.	Swim England Senior Swimming Coach Certificate / ASA Level 3, or working towards it.
Safeguarding and DBS	Enhanced Swim England DBS certificate or willingness to complete one; current Swim England-recognised safeguarding qualification or willingness to update.	Recent safeguarding experience in a club environment.
Coaching knowledge	Strong technical knowledge of competitive swimming and swimmer development.	Experience using structured athlete development frameworks and periodised planning.
Leadership	Ability to lead, motivate and support swimmers and volunteer coaches.	Previous Head Coach, Lead Coach or squad leadership experience.
Communication	Clear, constructive communication with swimmers, parents, coaches, volunteers and committee members.	Experience managing expectations in a volunteer-led club.
Organisation	Able to plan sessions, training cycles and competition attendance.	Experience using club management or performance tracking tools.
Values	Commitment to safe, inclusive, swimmer-centred coaching.	Interest in long-term club development and coach mentoring.

8. Terms, support and development

Hours

The role is part-time. Core coaching sessions are currently:

- Monday 6.00pm to 9.00pm
- Wednesday 6.00pm to 9.00pm
- Thursday 7.00pm to 8.30pm at Brixham
- Friday 6.00pm to 9.00pm

Additional agreed provision includes Strength and Conditioning for Platinum Squad and diving/start sessions for Gold and Platinum Squads at Totnes. The role also includes agreed administration time and paid attendance at weekend galas and open meets.

Pay and expenses

The club will offer a competitive hourly rate dependent on qualifications and experience, plus paid meet attendance and expenses. The final package will be discussed with shortlisted candidates.

Development and support

- Supportive committee and volunteer structure.
- Opportunity to shape the club programme and squad pathway.
- Support for relevant CPD and progression towards Senior Coach / Level 3 where appropriate.
- Collaborative working with the Open Meet Secretary, Welfare Officer, Team Managers and committee.

Flexibility

We recognise that strong candidates may have different working patterns, existing coaching commitments or development needs. We are open to an informal discussion about how the role could work for the right candidate, provided swimmer safety, programme quality and club needs can be met.

9. How to apply

To apply, please send:

- A short covering statement explaining why you are interested in the role and what you would bring to Paignton Swimming Club.
- A coaching CV or summary of coaching experience, qualifications and relevant employment or voluntary roles.
- Details of your current Swim England qualifications, safeguarding status and DBS status, where available.
- Contact details for two referees, one of whom should be related to recent coaching, teaching or club work.

Applications and informal enquiries should be sent to:

Derek Wyatt - djwyatt2013@gmail.com

Applications will be reviewed as they are received. Early applications are encouraged.

10. Indicative selection process

Stage	What to expect
Informal conversation	An initial conversation with club representatives to discuss the opportunity and answer questions.
Shortlisting	Review against the role requirements, qualifications, experience and values fit.
Interview	A structured discussion covering coaching philosophy, programme planning, swimmer development, safeguarding and working with volunteers.
Practical element	Where appropriate, candidates may be asked to plan or deliver a short coaching activity or talk through a session plan.
Pre-employment checks	References, Swim England DBS, safeguarding qualification and qualification checks before appointment.

Thank you for your interest in Paignton Swimming Club. We look forward to hearing from you.