

JOB DESCRIPTION AND PERSON SPECIFICATION

- JOB TITLE:** Domestic Classification Officer
- REPORTS TO:** Performance Administration Lead –
Para–Swimming Programme Support and Classification
- HOURS:** Part- Time - 28 hours per week (specific days/hours to be agreed)
- SALARY:** £16,800 - £19,200 per annum - dependent on experience
(£21,000 - £24,000 per annum pro rata)

This role will require a Disclosure and Barring Service (DBS) check.

JOB PURPOSE:

To assist in managing, developing and delivering a classification system across the Home Nations which will include:

- Co-ordination of classification opportunities
- Providing support and guidance to swimmers, coaches and parents on classification in partnership with Home Nation Para-Swimming Leads
- Assisting in the development of a new classification-training programme
- Management of the existing national classifier pool

JOB LOCATION:

- The normal place of work will be the Aquatics GB office in Loughborough or other agreed Aquatics GB office
- There will be an expectation that this role undertakes travel as necessary to fulfil the job to the satisfaction of Aquatics GB

KEY RESPONSIBILITIES:

- Work in partnership with Home Nation leads to create and maintain an annual calendar of classification opportunities
- Manage the waiting list for classification including regularly communicating with updates to parents and swimmers
- Liaise with classifiers, swimmers and parents on required medical information for the purposes of classification

- In conjunction with the Home Nation leads, develop a formal classifier-training programme
- Coordinate the classifier training programme including trainee's development
- Manage domestic classification enquiries as required
- Maintain accurate records of the training status of national pool of classifiers and support their individual development
- Work with partners including British Paralympic Association and Sport Excel on the classification system
- Update Home Nations regarding swimmers on membership and classification status
- Develop guidance and resource documents on classification where appropriate
- Provide updates and reports on classification as and when required
- Be present to support classification opportunities at competition and newcomers meets where required and as appropriate
- Support athletes, parents and coaches in their understanding of what to expect from the respective classes through the classification process as appropriate
- Carry out any other duties within the scope and purpose of the job and proactively comply with organisation policies and procedures
- Coordinate Classification Working Group meetings and attend Para Performance Implementation Group (PIG) meetings

KEY INTERNAL AND EXTERNAL CONTACTS

- Aquatics GB colleagues
- Aquatics GB appointed travel partner(s)
- Athletes, coaches and support staff
- Medical practitioners
- UK Sports Institute
- External contractors
- Trainers/facilitators
- Facilities
- Local Organising Committees and event organisers
- Home Nations performance and classification leads (Scottish Swimming, Swim England, Swim Wales)

This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in light of the changing needs of the World Class Programme and/or Aquatics GB.

PERSON SPECIFICATION

Criteria	Essential	Desirable
Experience / Knowledge	<ul style="list-style-type: none"> • Experience of dealing and resolving conflict • Experience of dealing with sensitive and confidential information and knowledge of GDPR. 	<ul style="list-style-type: none"> • Knowledge and/or understanding of classification in Paralympic sport. • Experience of managing a budget • Experience of managing volunteers • Experience of supporting athletes through classification • Knowledge of the Para-Swimming pathway • Undertaken safeguarding training
Criteria	Essential	Desirable
Skills / Behaviours	<ul style="list-style-type: none"> • Able to work adaptability and able to work effectively on own or as part of a diverse team • Able to build positive and effective working relationships quickly • Strong organisations skills • Possess a high level of computer literacy skills • Excellent administration skills • Excellent written and verbal communication skills • Ability to prioritise work effectively 	

