



COVID-19 LEAD OFFICER Role Descriptor

PURPOSE

The COVID-19 Lead Officer is the key resource and contact for all matters COVID-19 for the club and will be responsible for liaising with key stakeholders and other organisations in relation to the club's response to COVID-19.

MAIN FUNCTIONS AND DUTIES

- To link with and support the pool operator and implement changes as required, meeting regularly and ensuring good communication between the facility team and the Club
- To keep up to date with the latest Scottish Swimming, Scottish Government and **sportscotland** advice and guidelines on COVID-19 as appropriate
- To manage the appointment and organisation of the COVID-19 Liaison officers ensuring all training sessions are covered and they have the appropriate information and resources to carry out their duties
- To act as a main point of contact for all members with regards to COVID-19. Communicate directly to members and parents/carers to inform/remind them of the new guidance and the relevant COVID-19 controls that are in place
- To be responsible for risk assessments to include:
 - Oversee the implementation of the relevant risk assessments
 - Regularly review the clubs risk assessments and safety documents and recommend changes when necessary
 - Advise the committee on the effectiveness of the COVID-19 risk assessments and other documentation and seek advice and guidance where required
- Manage the COVID-19 Liaison Officers & Team Staff to ensure that:
 - Attendance records of individuals attending club activities are being kept for contact tracing purposes
 - Work with the COVID-19 Liaison Officers to issue and receive the Health Screening Survey and the self-declaration forms from all members as appropriate
- To support the Chair, Wellbeing & Protection Officer and/or coaches with any related COVID-19 issues
- Communicate with committee any COVID-19 guidance or procedure concerns raised by members to any of the COVID-19 Liaison Officers concerning the Club
- Communicate with facility any COVID-19 guidance or procedure concerns raised by members to any of the COVID-19 Liaison Officers concerning the facility

SKILLS / ATTRIBUTES

- Excellent communication & organisational skills
- Respects confidentiality
- Project Management skills
- Good interpersonal skills
- Approachable and friendly
- Prepared to make instant decisions when necessary

REQUIREMENTS

- Be a member of Scottish Swimming
- PVG Scheme Membership
- Complete a Health Screen Survey and self-declaration
- Attend appropriate training
- Sign and adhere to the Club's Volunteer Code of Conduct



TRAINING AND SUPPORT

- COVID-19 Officer training
- Child Wellbeing & Protection in Sport Workshop (recommended)

TIME COMMITMENT

Time commitment is variable and will be discussed upon appointment.