



COVID-19 LIAISON OFFICER Role Descriptor

PURPOSE

The COVID-19 Liaison Officer is essential to allow the safe and effective return to training for members. The COVID-19 Liaison Officer helps to ensure that each session is conducted within the parameters of the appropriate guidance and procedures, while supporting athletes and team staff to adjust to the new situation appropriately.

MAIN FUNCTIONS AND DUTIES

- Remain up to date and oversee the club sessions and promote good practice to ensure compliance to the Scottish Swimming, the facility and club guidance and procedures with regards to COVID-19 as appropriate
- Liaise with facility staff regarding operational details before, during and after the sessions as necessary
- Work with the COVID-19 Lead Officer/Team to ensure all athletes have completed a Health Screen survey and a self-declaration prior to resuming club training. Store data in accordance with their data protection policy
- Ensure attendance records of individuals attending club activities are being kept for contact tracing purposes
- Report incidents of non-compliance to Person in Charge of training session and/or to the COVID-19 Lead Officer/Team and remind members of the guidance and procedures as necessary
- Liaise with relevant Coaches & Team Staff to ensure that attendance records of individuals attending club activities are being kept for contact tracing purposes in line with the club data protection policy
- Communicate to COVID-19 Lead Officer/Team any concerns raised by members regarding club/facility guidance or procedures
- Refer Wellbeing concerns to the Wellbeing and Protection Officer when necessary
- Ensure activities are conducted within the parameters of the appropriate risk assessments. Inform the COVID-19 Lead Officer/Team if there any amendments required or additional aspects need risk assessing
- Supervision of athletes U18 to ensure compliance with all club COVID-19 measures & protocols

SKILLS / ATTRIBUTES

- Excellent communication & organisational skills
- Respects confidentiality
- Good project management skills
- Comfortable interacting with people
- Approachable and friendly
- Prepared to make instant decisions when necessary

REQUIREMENTS

- Be a member of Scottish Swimming
- You cannot be the liaison officer for a session that you are coaching at
- 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.