



EDENBRIDGE PIRANHAS SWIMMING CLUB

ROLE OF EMPLOYMENT SUB COMMITTEE

MEMBERS

Three elected members of Edenbridge Piranhas Swimming Club committee.

PURPOSE

- To manage and report to the main committee in all matters involving the employment of the teaching and coaching staff at Edenbridge Piranhas Swimming Club.
- To be first points of contact for all teaching staff and coaches regarding contracts, hours and job descriptions, pay, conditions, CPD and performance management.
- To ensure that there is provision to develop the future of the club through the development and inclusion of its existing staff and any future employees.

MAIN DUTIES

- To write and agree contracts for all members of the teaching/coaching staff (beginning with most senior people).
- To review job descriptions re each post.
- To review grievance and disciplinary procedures.
- To complete annual reviews of performance and pay for each member of staff, making pay recommendations to the committee where necessary.
- To ensure regular monitoring of targets and performance or to delegate such to teaching lead or head coach.
- To ensure that policies are in place (e.g. equal opportunities statement) for the treatment of existing staff and the employment of future staff.
- To negotiate with Treasurer acceptable claims allowances and formats.
- To liaise with Welfare Officer re: statutory/Edenbridge Piranhas Swimming Club training.
- To attend and facilitate quarterly Staff Meetings of all available staff and to ensure regular communication with those unable to attend.
- To support the Club secretary and Competition secretary.