

Aquatics Manager Role Description

Responsible to:	Swim England Essex Executive Committee
Appointed by:	The Annual General Meeting
Term of Office:	One Year
Status:	Voluntary Post

The Role

The duties of the Aquatics Manager (AM) shall include, but not be limited to the tasks listed below. Where the AM and committee agree, the responsibilities may be shared by others within the committee, although overall accountability shall rest with the manager.

Duties

- Be the point of contact for swimming in the County
- Organise and chair the Swimming Committee Meetings (SC)
- Submit the minutes of SC meetings to the County Management committee, highlighting any recommendations to be considered by the committee
- In discussion with the SC, and with the support of the Finance Director, draft annual budget plans and prepare the Swimming Budget for the year
- Together with the SC, implement and monitor budget and development plans
- Manage the swimming budget in line with County policies
- Act as Promoter and manage the arrangements for County activities including competitions and development activities – Winter Short Course Championships and Age Group Championships
- Support the Masters manager in the management of the County Master's meet and the intercounty masters meet, the Disability Manager in the management of the County Swimability Meet, liaise with Swim England East for the County Open Water meet
- Manage the Schedule, QTS and conditions for the Winter Short Course Championships and Age Group Championships
- Liaise with Club Coaches and the Committee over education and other development requirements
- Liaise with the Manager of the Swimming Officials Training & Development officer over the requirement for officials for County competitions
- Liaise with the Regional Licensing Manager over issues relating to licensed meets
- Supervise the use and condition of County equipment (such as backstroke ledges, radios and other equipment used poolside during competitions)
- Provide news and information items for publication on the County website
- Receive, and respond to, emails and other communications regarding swimming competitions and development in the County
- Refer any matter that is unable to be resolved to the SC in the first instance
- Select the team for the National Inter County Events
- Organise the County Swim Development Camps (3 per year)
- Organise the County Long Course training programme for the County's Region level swimmers
- Produce a report on swimming for inclusion in the County AGM

- Attend regional and national meetings (or arrange a substitute representative) as required
- Adhere to and promote Swim England's Child Protection and Safeguarding Policies
- Adhere to and promote SE Essex Constitution

Person specification

ESSENTIAL	DESIRABLE
Be a member of a Swim England Essex club	Experience of working with volunteers
Strong leadership skills and ability to motivate members of the County to form an effective and cohesive team	An understanding of sports development and the competition structure
Previous experience as a member of a committee or board of a voluntary organisation	An understanding of Swim England governance and policies
Experience of establishing and working to strategic plans and objectives	
Comprehensive and current IT, literacy and numeracy skills	
Approachable and a good listener, able to communicate effectively and confidently	
Efficient and well organised and able to delegate	
Availability and willingness to attend meetings and deal with issues as and when required.	

Commitment

Attend SE Essex County Committee meetings – currently 8 times a year

Attend SE Essex County AGM – Annually in December

Attend Swim England Inter County Championships (2-days)

Attend County Swim Camps (3 per year)

Attend all Essex County Swimming Events including:

- Essex Age-Groups Championships (Jan & Feb)
- Masters Championships (March)
- Essex Winter Championships (October)
- Any other competition added to the calendar year