

Swimming Officials Training & Development Manager Role Description

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

The Role

The duties of the Swimming Officials Training & Development Manager (SOTD) shall include, but not be limited to the tasks listed below. Where the SOTD and management agree, the responsibilities may be shared by others within the Management Committee, although overall accountability shall rest with the Swimming Officials Training and Development Manager.

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Duties

- Be the point of contact for technical officials in the County
- Organise and chair any Swimming Officials sub-committee meetings
- In discussion with the Aquatics Manager (AM), draft and annual budget and development plans for approval
- With the help of Swim England East Region Swimming Official Group (SEER SOG), ensure that the Aquatics GB swimming technical officials training structure is delivered effectively throughout the County
- Actively promote the recruitment and training of officials across the County
- Working with the SEER SOG, ensure that all training and development opportunities are co-ordinated (give monthly dates to SEER SOG to conduct JL2 and JL2s training sessions)
- Support those involved in the training of swimming technical officials across the County and SEER, providing expertise and technical assistance where required
- Provide news and information items regarding officials and officiating to the County Website Manager for inclusion on the Essex Website
- Produce a report on swimming officials for inclusion at the AGM
- Attend SEER SOG meetings (currently 4 a year)
- Refer any matter that is unable to be resolved to the Essex Swimming Committee in the first instance and seek advice from SEER SOG
- 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 Swim England Member and a member of a Swim England East Region club.	Qualified at an Aquatics GB Swimming Referee.
Proven capability as a Licensed Swimming Technical Official, qualified to a minimum of J2	Presentation skills.
Knowledge and understanding of the Aquatics GB Swimming, Swimming Technical Official training, qualification structure and Licensing Scheme.	Experience of serving on and reporting to committees
Knowledge and understanding of relevant Swim England Regulations.	Experience of managing budgets.
Good interpersonal and communication skills – verbal and written.	Experience in delivery of training material.
A sensitive approach to the issues involved and the ability to work in a confidential environment.	
Good organisational skills – ability to record information accurately.	
Good literacy and skills.	

Commitment

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

Attend SE Essex County AGM – Annually in December

Attend SEER SOG – currently 4 times a year

Attend as many County, Regional, and National Championships as a technical swimming official as possible

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