

Disability Swimming Manager Role Description

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| 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 Disability Swimming Manager (DSM) shall include, but not be limited to the tasks listed below. Where the DSM and Management Committee agree, the responsibilities may be shared by others within the Disability Swimming Committee, although overall accountability shall rest with the manager.

Duties

- Be the point of contact for Disability Swimming in the County
- Organise and chair any Disability sub-committee meetings
- In discussion with the Swimming Manager (SM), draft and annual budget and development plans for approval
- In Discussion with the Swimming Manager and the Swimming Events Manager, manage the arrangements for County activities including Disability competitions and development
- Receive, and respond to, emails and other communications regarding Disability swimming (competitions, events, development and training) including any communication passed on by the County Secretary
- Arrange for swimming officials expense claims, from Disability events, to be processed by the Treasurer
- Provide news and information items regarding Disability Swimming to the County Website Manager for inclusion on the Essex Website
- Product a report on Disability Swimming for inclusion at the AGM
- Attend any Regional and National Masters events as required
- Refer any matter that is unable to be resolved to the Essex Swimming Committee in the first instance and seek advice from SEER Disability Swimming Leadership Group (DLG)
- Adhere to and promote Swim England's Child Protection and Safeguarding Policies
- Adhere to and promote SE Essex Constitution

PERSON SPECIFICATION

| ESSENTIAL | DESIRABLE |
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| Be a Swim England Member and a member of a Swim England East Region club | Experience of serving on and reporting to committees |
| Experience and understanding of Disability swimming competitions | Experience of managing budgets |
| Knowledge and understanding of relevant Swim England Regulations | An understanding of development in a sporting environment |
| Good interpersonal and communication skills – verbal and written | |

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| 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 skills | |
| ICT literate, including knowledge of MS Word and experience of email | |
| Willingness to attend meetings and deal with issues as required | |
| Willingness to represent Essex County at Region and National Masters Events | |

Commitment

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

Attend SE Essex County AGM – Annually in December

Attend SEER DLG as required/invited

Attend as many County, Regional, and National Disability Championships as possible