

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

Duties

- Be the point of contact for Diving in the County
- Organise and chair any Diving sub-committee meetings
- Draft budget plans for the year in regard to Diving
- Manage the arrangements for County activities, including competitions, skills level assessment days and development activities
- Liaise with the Regional Development Support Officer over education and other development requirements
- Organise education for diving officials alongside East Region
- Arrange for expenses to be paid for diving officials via the Treasurer
- Provide news and information items to publication regarding Diving on the County Website
- Produce a Section report for inclusion in the County AGM
- Refer any matter that is unable to be resolved to the Swimming Committee
- Attend Regional diving meetings as required
- Adhere to and promote Swim England's Child Protection and Safeguarding Policies
- Adhere to and promote SE Essex Constitution

Commented [HS1]: Essex Treasurer

Commented [JH2R1]: The role is the Finance Manager

Person Specification

ESSENTIAL	DESIRABLE
Be a Swim England Member and a member of a Swim England Essex club	Experience of serving on and reporting to committees
Experience and understanding of diving and diving competitions	Experience of management within a diving club
Knowledge and understanding of the relevant Swim England regulations	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.	
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.	
Willingness to attend meetings and deal with issues as required	

Commitment

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

Attend SE Essex County AGM – Annually in December

Attend the Essex County Diving Championships – currently not run