

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

Duties

- Be the point of contact for Masters Swimming in the County
- Organise and chair any Masters sub-committee meetings
- In discussion with the Swimming Manager, 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 Masters competitions and development
- Receive, and respond to, emails and other communications regarding Masters (competitions, events, development and training) including any communication passed on by the County Secretary
- Arrange for swimming officials expense claims, from Masters events, to be processed by the Treasurer
- Provide news and information items regarding Masters swimming to the County Website Manager for inclusion on the Essex Website
- Product a report on Masters 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 Masters Swimming Leadership Group
- Adhere to and promote Swim England's Child Protection Policy
- 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	Experience of serving on and reporting to committees
Experience and understanding of Masters 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	

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 Committee meetings – currently 8 times a year

Attend SE Essex County AGM – Annually in December

Attend SEER and SELR Masters Swimming Leadership Group as required/invited

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