



Job Description

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| Job Title: | Regional Swimming Talent Officer |
| Department: | ASA East Region |
| Reporting To: | Regional Development Manager |
| Location: | Kentford with regional travel |
| Salary: | £30,777 |
| Job Purpose: | To manage and deliver the talent development pathway for Swimming in East region. |

Strategic Influence (the extent to which the role demands strategic thinking to influence colleagues and stakeholders in support of the organisation's aims.)

- Understands how the England Programmes Swimming Strategy affects the Talent Pathway and provides expertise to support the development of the strategy
- Develops an annual operational plan that will impact the objectives of ASA East region, coaches and swimmers
- Reviews Talent Pathway and adapts to the interpreted needs of talented athletes, coaches and volunteers involved

Professional Expertise (The degree of technical knowledge & experience which is needed)

- Has built-up relevant experience, knowledge and skills in swimming which can be applied to the delivery of the Talent Pathway.
- Demonstrates ability to apply specialist knowledge when producing tools to support delivery of the Talent Pathway.

Key Relationships (The breadth of collaborative working and influence over internal / external stakeholders)

- Actively fosters two-way interactions with talent coaches to increase understanding and cooperation of coaches throughout the Talent Pathway
- Acts as a liaison, co-ordinating support for the region to deliver regional programmes to agreed national standards
- Guides, influences and supports counties to deliver County Programmes to agreed national standards
- Maintains a variety of relationships, both internal and external in order to effectively deliver the whole regional programme

Scope And Accountabilities (The degree of leadership / managerial / budgetary or people responsibility and/or key focus of the role - what it is expected to deliver)

- Act as the focal point for England Programmes providing a seamless link with England Pathway programmes
- Ensure communication is effective between the Swimming Manager, Swimming Committee, coaches, the Regional Coach Forum and County Coach Forums.
- Provide monitoring reports for athletes and squads to ensure the continued development and improvement of quality and standards across the region
- Drive and support the delivery of the regional talent camps, co-ordinating resources and managing costs within allocated budget
- Identify the training needs of coaches in the Talent Pathway and deliver development opportunities to meet the demand

Last updated: 25 April 2017

- Responsible for ensuring personal technical knowledge and talent development knowledge is updated regularly so as to provide the most up to date advice and guidance
- Work with the England Performance Team to ensure a seamless progression of athletes and coaching staff through the tiered programmes.

Deliverables: (The actual tasks and KPIs against which performance is measured and appraised)

- To organise and deliver the regional swimming camps and provide relevant reports to effectively monitor performance, including tracking of individual athletes.
- To coordinate and mentor performance coach development across programmes and support the elite coach development programme
- To coordinate regional coach forums
- To coordinate the regional mentoring programme
- To coordinate support staff working at regional swimming camps
- To coordinate support staff working at county development camps as required
- The post holder will carry out any other duties as are within the scope, spirit and purpose of the job as requested by the line manager or regional Chairman.
- The post holder will proactively comply with and promote all organisation policies, in particular those relating to Equality and Diversity and Health & Safety.

Person Specification

| Skills: | Essential | Desirable |
|--|------------------|------------------|
| Possess a high level of computer literacy skills | E | |
| Ability to work independently and as part of a team | E | |
| Excellent communication skills (written and verbal) | E | |
| Ability to absorb and impart factual information to others (verbally and through report writing) | E | |
| Excellent presentation design and delivery skills | E | |
| Excellent time management skills | E | |
| A self-starter with the ability to constantly perform under their own initiative | E | |
| Knowledge: | | |
| Knowledge of talent pathways and principles of LTAD | E | |
| Understanding of Swimming and the talent pathway | E | |
| Knowledge of the Swimming pathway | E | |
| Knowledge of demands upon talented athletes | E | |
| Experience: | | |
| Experience of working with talented athletes | E | |
| Demonstrable experience in developing and mentoring others | E | |
| Track record of developing athletes at national and junior international level | | D |
| Experience in writing operational plans for talent development | E | |
| Experience of working with a range of partners | E | |
| Approach: | | |
| Participative approach to building relationships and mentoring others | E | |
| Enthusiastic approach to motivating others | E | |
| Consistent delivery of work | E | |
| Able to work flexible working patterns and travel | E | |
| Qualifications: | | |
| Hold a Level 3 Sports Coaching qualification or equivalent | E | |
| Hold Swimming coach tutor qualifications | | D |
| Educated to degree level or have equivalent experience in relevant field | E | |
| Holds a full valid driving license | E | |