

## **Masters Swimming Manager Role Description**

<b>Responsible to:</b>	<b>Management Board via the Regional Chairman</b>
<b>Appointed by:</b>	<b>Annual Council Meeting</b>
<b>Term of Office:</b>	<b>Three Years</b>
<b>Status:</b>	<b>Voluntary Post</b>

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

- With the support of the Regional Office, be a point of contact for masters swimming in the region
- Organise and chair the Regional Masters Swimming Committee (MSC)
- In discussion with the MSC, draft annual budget plans and four year development plans for approval by the East Region Management Board
- Together with the MSC, implement and monitor budget and development plans
- Manage the arrangements for regional activities including competitions and development activities
- Liaise with the Regional Club Development Officer and Regional Development Support Officer over education and other development requirements
- Liaise with the Management Board representative on the MSC
- Manage the masters swimming budget in line with regional policies
- Arrange for receipts, invoices and claims to be processed by the Regional Office
- Supervise the use and condition of regional equipment
- Provide news and information items for publication on the regional website
- Receive, and respond to, emails and other communications regarding masters swimming competitions and development in the region

- Produce a report on masters swimming for inclusion in the regional Annual Report
- Submit the minutes of committee meetings to the Regional Management Board, highlighting any recommendations to be considered by the Board
- Submit written reports to Regional Management Board meetings when required
- Attend regional and national meetings (or arrange a substitute representative in discussion with the Regional Chairman) as required
- Refer any matter that is unable to be resolved to the Management Board representative on the MSC in the first instance.

### 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 East Region at national level	