

Swimming Officials Manager Role Description

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

The duties of the Swimming Officials 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 technical swimming officials in the region
- Together with County Swimming Officials Organisers, be a point of contact for swimming officials in the region
- Organise, and Chair, the Swimming Officials Group (SOG).
- In discussion with the SOG, draft annual budget plans and four year development plans for approval by the East Region Management Board
- Together with the SOG, implement and monitor budget and development plans
- Ensure that the British Swimming Technical Officials Training structure is delivered effectively throughout the region
- Actively promote the recruitment and training of officials across all counties.
- Oversee the structure of training across the region to ensure that all training and development opportunities are co-ordinated
- Support course leaders and those involved in the training of swimming technical officials and provide expertise and technical assistance where required
- Promote and monitor the licensing of swimming technical officials, supplying data to Swim England when required
- Manage the provision of technical swimming officials for regional swimming competitions in discussion with the Swimming Manager
- Liaise with the Management Board representative on the SOG

- Liaise with the Regional Licensing Manager over issues relating to officials at licensed meets
- Liaise with the Disability Manager over provision of education for technical officials within this area
- Manage the swimming officials 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 swimming officials in the region
- Produce a report on swimming officials 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 as required or arrange a substitute in discussion with the Regional Chairman
- Refer any matter that is unable to be resolved to the Management Board representative on the SOG in the first instance.

PERSON SPECIFICATION

ESSENTIAL	DESIRABLE
Be a Swim England Member and a member of a Swim England East Region club.	Qualified at a British Swimming Referee.
Proven capability as a Licensed Swimming Technical Official, qualified to a minimum of J2	Presentation skills.
Knowledge and understanding of the British Swimming, Swimming Technical Official training, qualification structure and Licensing Scheme.	Experience of serving on and reporting to committees
Knowledge and understanding of relevant Swim England Regulations.	Experience of managing budgets.
Good interpersonal and communication skills – verbal and written.	Experience in delivery of training material.
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.	

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 a national level.	

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