

## **Water Polo Manager Role Description**

<b>Responsible to:</b>	<b>Board of Directors</b>
<b>Appointed by:</b>	<b>Annual General Meeting, or by the Board of Directors if a mid-term appointment.</b>
<b>Term of Office:</b>	<b>Three Years</b>
<b>Status:</b>	<b>Voluntary Post</b>

The duties of the Water Polo 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 water polo in the Region.
- Organise and chair the East Water Polo Leadership Group (EWPLG)
- In discussion with the EWPLG, draft annual budget plans and development plans for approval by the East Region Board
- Together with the EWPLG, implement and monitor budget and development plans
- Manage the arrangements for regional activities including competitions and development activities
- Liaise with the Regional Manager and regional staff over education and other development requirements.
- Liaise with the Board representative on the EWPLG
- Make arrangements for Water Polo Technical Officials training, assessment and development
- Manage the water polo 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 and social media

- Receive, and respond to, emails and other communications regarding Water Polo competitions and development in the region
- Submit the minutes of Regional Water Polo Leadership Group meetings to the Board of Directors, highlighting any recommendations to be considered.
- Submit written reports to Regional 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 Board representative on the EWPLG 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 water polo competitions	Experience of management within a water polo club
Knowledge and understanding of relevant Swim England Regulations	Experience of managing budgets
Good interpersonal and communication skills – verbal and written	An understanding of development in a sporting environment
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	