

Job Description

Job Title: Regional Swimming Manager

Region Swim England North West Ltd

Reporting to: Regional Board via Swimming Management group

Direct Reports: Coaches Forum, Licensing Officer, Competition Managers, Officials Co-ordinator and Members of NW Swimming Management group

This is a volunteer position

Job Purpose:

The Regional Swimming Manager is responsible for leading the Swimming Committee to promote the swimming community in all aspects of the sport including development of Athletes and Coaches, Competitions, Officiating, Para swimming, Open water and Masters.

Key responsibilities

- Keep a calendar and overview for all Regional swimming competitions and development events including para swimming
- Call quarterly meetings as required and produce minutes for the NW Board
- Act as Chair for the nominated management group members
- Be a point of contact for Swimming within the Region
- Liaise with the Regional Development Officer on Regional pathway development
- Work with the Regional Swim Officials Co-ordinator and meet managers on competitions including conditions, event pack and consideration times
- Produce a Competition, development & administration plan with budget annually
- Produce a report for the SENW Ltd Annual General Meeting.
- Oversee decisions made by the SENW Ltd Directors and work with NW coaches forum and other associated groups to collaborate on the best direction for swimming in the North West.
- Ongoing responsibilities as and when required
- Keep up to date on [Swim England laws, regulations](#) and regional rules and news
- Attend national meeting when required

Skills and experience required

- To be a member of Swim England
- A knowledge of swimming including development pathway and competitions
- Be able to work closely as part of a team and communicate effectively
- Responsive and communicative
- Asks questions if unsure
- Proficient IT skills
- A willingness to learn
- Be prepared to attend meetings face to face and electronically