

Regional Diving Manager

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

The duties of the Diving 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. Responsibilities currently undertaken by committee members are indicated with an asterisk (*).

Communication

- With the support of the Regional Office, be a point of contact for diving in the region
- Receive, and respond to, emails and other communications regarding diving in the region
- Provide news and information items for publication on the regional website
- Review a report on diving put together by the Regional Development Officer for inclusion in the regional annual report

Meetings

- Organise and chair the Regional Diving Committee (DC)
- Attend 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 DC in the first instance

Planning and Budgets

- In discussion with the DC, oversee the annual budget and development plan for approval by the East Region Management Board
- Together with the DC, implement and monitor budget and development plans
- Manage the diving budget in line with regional policies*
- Arrange for receipts, invoices and claims to be processed by the Regional Office*

- Ensure any proposed amendments to the annual plan and budget are approved by the Management Board

Development & Events

- Liaise with the Regional Development Officer over education for athletes, coaches and officials and any other development requirements
- Make arrangements for diving officials' training*
- Manage arrangements for regional competitions*
- Supervise the use and condition of regional equipment

PERSON SPECIFICATION

ESSENTIAL	DESIRABLE
Be a Swim England Member and a member of an SE East Region club	Experience of serving on and reporting to committees
Experience and understanding of diving and diving competitions	Experience of management within a diving club
Knowledge and understanding of relevant ASA Laws and 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	