

## **Masters Swimming Manager Role Description**

<b>Responsible to:</b>	<b>Regional Operations Committee and 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>Until April 2026 in the first instance; three-year terms thereafter.</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 leadership group agree, the responsibilities may be shared by others within the leadership group, although overall accountability shall rest with the manager.

- With the support of regional staff, be a point of contact for masters swimming in the region.
- Organise and chair the East Masters Swimming Leadership Group (EMSLG).
- In discussion with the EMSLG, draft annual budget plans and development plans for approval by the Regional Operations Committee (ROC).
- Together with the EMSLG, 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 ROC or Board representative on the EMSLG.
- Manage the Masters budget in line with regional policies.
- Arrange for receipts, invoices and claims to be processed by regional staff.
- 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 competitions and development in the region

- Submit the minutes of Masters Swimming Leadership Group meetings to the Regional Operations Committee (ROC), highlighting any recommendations to be considered by the Board of Directors.
- 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 Regional Operations Committee representative on the East Masters Swimming Leadership Group 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	