

Regional Programme 2019

London Swimming

Job Description for Regional Open Water Lead Team Manager

Role and Expectation Outline

TITLE:	Regional Open Water Lead Team Manager
REPORTS TO:	The Regional Development Head Coach
RENUMERATION:	£240 flat fee (inclusive of travel and subsistence)
DURATION:	3 days (Attendance at 1 day Team Manager Conference and 2 x 1 day Camps)

PURPOSE

The overall purpose of the Regional Open Water Lead Team Manager is to:

- Provide professional team management related services within the context of the delivery of the Regional Programme Framework
- Attend if required a webex session delivered by the ASA England Programmes team
- Attend the Regional Team Manager Conference (1 day)
- Assist with the planning, delivery and evaluation of the Regional Open Water Development Programme (2 camp days)
- Communicate effectively with swimmers, staff and parents
- Be proactive and positive to all swimmers and staff during the programme
- Deliver all duties in accordance with the programme objectives and briefings
- Motivate and enthuse swimmers and staff during the programme
- Reflect on your own team management practice and behaviour after each camp activity
- Exhibit British Swimming and England Programmes Team Management Principles; Setting Direction, Staying Connected, Engaging People, Delivering Results and Credibility

LOCATION

- Various

KEY RESPONSIBILITIES

Prior to programme delivery

- Liaise with the Region's Open Water Head Coach to ensure you have an understanding of the aims and objectives of the programme and your role within the delivery model
- Act as the key liaison person with the facility providers

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During programme delivery

- Lead the delivery of the pastoral aspects of the camps to ensure programme objectives and plans are met
- Lead team management discussion and facilitate learning within the context of the day to ensure an opportunity for learning and development of all staff
- Communicate effectively with all swimmers and staff
- Deliver a pre and post camp day briefing session with the assistant team manager
- Ensure all code of conducts and statement of fitness forms are collated and updated for each camp where applicable

Following programme delivery

- Reflect on the camp delivery and produce a brief report post each camp and circulate to Regional Association and EPO detailing; organisation, safeguarding, etc.
- Conduct if appropriate and necessary any pre and post camp discussions with the assistant team manager

PERSON SPECIFICATION

- Must hold a ASA level 2 team manager qualification
- Must hold the appropriate up to date Safeguarding Certificate
- Must hold a valid DBS certificate
- Should preferably hold a first aid qualification (not essential)
- Proven ability as a practising team manager working with age group swimmers
- Committed to ongoing learning
- The ability to set priorities and work flexibly to meet outcomes required in a dynamic environment
- Excellent planning, interpersonal and communication skills (with swimmers and staff).
- High levels of motivation and dedication
- Have an outgoing personality with good interpersonal skills and be able to enthuse and motivate young people
- A team player with the ability to:
 - Evaluate and provide feedback to staff
 - Tact and diplomacy in all interpersonal relationships
 - Self-disciplined with a commitment to continuous service improvement
 - Ability to think for yourself and use own initiative