

Regional Programme 2019

London Swimming

Job Description for London International Swim Team Assistant Team Manager

Role and Expectation Outline

TITLE: Regional Assistant Team Manager – London International Swim Team

REPORTS TO: The Swim England London Region

RENUMERATION: Expenses

DURATION: 3-4 days (1 day Team Manager Conference and 3 x Meet Abroad days) Jan-Sept 2019

PURPOSE

The overall purpose of the Regional Assistant Team Manager is to:

- Provide professional team manager related services within the context of the delivery of the London International Swim Team programme
- Attendance at the Regional Team Manager Conference (1 day)
- Assist with the planning, delivery and evaluation of the London International Swim Team programme
- 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 and behaviour after programme delivery

LOCATION

- Various

KEY RESPONSIBILITIES

Prior to programme delivery

- Liaise with the Lead Team Manager to source and book the following where applicable;
 - Transport; plane / coach / train between London and competition venue
 - Source and book hotel for stay

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- Organise transfers between airport/train station and hotel/competition venue, where applicable.
- Daily schedule for the trip – shared with all staff, swimmers, parents and REO
- Liaise with Lead Team Manager to ensure you have an understanding of the aims and objectives of the London International Swim Team programme
- Act as a key liaison person with the meet organisers / hotel / airport (train/coach) staff

During programme delivery

- Assist with the delivery of the pastoral aspects of the London International Swim Team programme to ensure programme objectives and plans are met
- Contribute to Team Management discussion and facilitate learning within the context of the programme to ensure an opportunity for learning and development of all staff
- Communicate effectively with all swimmers and staff as well as with parents where required/necessary
- Contribute to pre and post programme briefing session with the assistant team manager
- Act as a liaison person for the team at the meet, hotel, airport/station

Following programme delivery

- Contribute to any post programme debrief discussion as lead by the Regional lead team manager
- Discuss areas for ongoing development with the Regional Lead Team Manager
- Contribute to the post camp report produced by the Regional Lead Team Manager

PERSON SPECIFICATION

- Must hold as a minimum Team Manager Level 2 qualification
- Must possess a valid DBS certificate
- Should preferably hold a First Aid qualification (not essential)
- Proven ability as a practising Team Manager working with both age group and youth swimmers of both genders
- The ability to set priorities and work flexibly to meet outcomes required in a dynamic environment
- Committed to ongoing learning
- Excellent planning, interpersonal and communication skills (with swimmers, staff and parents)
- 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