

Job Description for Regional Assistant Team Manager

Role and Expectation Outline

TITLE:	Regional Assistant Team Manager
REPORTS TO:	Regional Lead Team Manager
RENUMERATION:	£150 flat fee (inclusive of travel and subsistence)
DURATION:	Attendance at 1 day Team manager Conference and delivery at 3 Camp Days. June - December

PURPOSE

The overall purpose of the Regional Assistant team manager is to:

- Provide professional team management related services within the context of the delivery of the Regional Programme Framework under the guidance of the Lead Team Manager
- Attendance at the team manager conference
- Assist with the delivery and evaluation of the Regional Programme (3 camp days)
- Communicate effectively with athletes, staff and parents
- 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 each camp activity

LOCATION

- Various

KEY RESPONSIBILITIES

Prior to programme delivery

- Liaise with the Regional Lead Team Manager to ensure you have an understanding of the aims and objectives of the Regional Programme
- Ensure you have a clear understanding of your role during each camp day

During programme delivery

- Assist with communication between parents, staff, swimmers and the facility providers
- Contribute to team management discussion and facilitated learning within the context of the day to ensure an opportunity for learning and development of all staff takes place
- Contribute to pre and post camp day discussions with the Lead team manager, specifically helping to ensure that all reports are accurate

Regional Programme 2019

London Swimming

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Following programme Delivery

- Contribute to any post camp 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 ASA level 1 team manager qualification
- Must hold an appropriate up to date Safeguarding Certificate
- Must hold a valid DBS certificate
- Should preferably hold a first aid qualification (not essential)
- 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