

Diving Manager Role Description

Responsible to:	Management Board via the Chairman
Appointed by:	The Annual Council Meeting
Term of Office:	Renewed annually at the ACM
Status:	Voluntary Post

The duties of the Diving Manager shall include, but not be limited to:

- Be a point of contact for diving in the Region with the support of the Regional Office.
- Organise and Chair the Regional Diving Committee (DC).
- In discussion with the DC, draft Annual Budget Plans and Development Plans for approval by the North East Region Management Board.
- Together with the DC, implement and monitor Budget and Development Plans.
- Manage the arrangements for Regional activities including Competitions and development activities.
- Liaise with the Regional Development Officers over education and other development requirements.
- Make arrangements for Diving Technical Officials' training.
- Liaise with the Management Board representative on the DC.
- Manage the Diving Budget in line with regional policies.
- Arrange for receipts, invoices and claims to be processed by the Regional Office.
- 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 diving competitions and development in the Region.
- Produce a report on Diving for inclusion in the regional Annual Report.
- Submit written reports to Regional Management Board meetings when required.
- 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 Management Board representative on the DC in the first instance.

Any role related expenses incurred while carrying out the duties of the position, such as travel expenses, will be covered by the Region. Appropriate equipment will also look to be provided where necessary.

PERSON SPECIFICATION

ESSENTIAL

Be a Swim England Member and a member of an Swim England North East Region club.
Experience and understanding of diving and diving competitions.
Knowledge and understanding of relevant Swim England Laws and Regulations.
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 the North East Region at a National level.

DESIRABLE

Experience of serving on and reporting to committees.
Experience of management within a diving club.
Experience of managing budgets.
An understanding of development in a sporting environment.