

Job Description for County Assistant Team Manager

Role and Expectation Outline

TITLE:	Swimming Camp Assistant Team Manager
REPORTS TO:	Swimming Camp Team Manager
REMUNERATION:	Contact specific county for more information
DURATION:	2 x 1 day face to face camps, possible online sessions.

PURPOSE

The overall purpose of the Swimming Camp Assistant Team Manager is to:

- Provide professional Team Manager related services within the context of the delivery of the Development Programme under the guidance of the Team Manager.
- Communicate effectively with swimmers, staff and parents.
- In conjunction with the Team Manager, provide a point of contact for the team.
- Be responsible for the safeguarding and wellbeing of athletes and staff throughout the programme.
- To promote positive team spirit and behaviours.
- 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.

LOCATION

- Online via Zoom.
- Northumberland and Durham camps – Sunderland Aquatics Centre, Yorkshire camps – TBC.

KEY RESPONSIBILITIES

Prior to programme delivery:

- Liaise with the Team Manager to ensure you have an understanding of the aims and objectives of the programme and your role within the delivery model.
- Ensure that you have a clear understanding of your role during the camps and sessions.

During programme delivery

- In collaboration with the Team Manager, lead and promote a safe and inclusive environment for all athletes and workforce.

- Make a positive contribution as required to all activities.
- Assist with communication between parents, staff, swimmers and the facility providers.
- Ensure all code of conducts and statement of fitness forms are collated and updated for each camp where applicable.
- Contribute to team management discussion and facilitated learning within the context of the day to ensure an opportunity for learning and development.
- Contribute to pre and post camp day discussions with the Team Manager specifically helping to ensure that all reports are accurate.
- Take images and where appropriate videos for promotional use of the camps by the North East Region and counties.

Following programme delivery

- Reflect on the camp delivery and conduct if appropriate and necessary any pre and post camp discussions with the Team Manager and Head Coach.

PERSON SPECIFICATION

- Must hold as a minimum Swim England Level 1 Team Manager qualification.
- Must be 18 years or older.
- Must be a Member of Swim England Affiliated Club.
- Must be a Member of Swim England – any category.
- Must have an in date DBS check submitted to or with Swim England.
- Must have an in date approved Safeguarding certificate.
- Must have knowledge and understanding of Swim England's Wave Power document.
- Must have good basic IT skills and knowledge of GDPR.
- Should preferably hold a first aid qualification (not essential).
- Proven ability as a practicing 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, organisational 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
 - apply tact and diplomacy in all interpersonal relationships
 - be self-disciplined with a commitment to continuous service improvement
 - think for yourself and use own initiative.