

Job Description for County Team Manager

Role and Expectation Outline

TITLE:	Swimming Camp Team Manager
REPORTS TO:	Swimming Camp Programme Lead
REMUNERATION:	TBC
DURATION:	3 x 1 day face to face camps, possible online sessions.

PURPOSE

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

- In collaboration with the programme lead and following Swim England guidance, lead and promote a safe and inclusive environment for all athletes and workforce.
- Provide professional Team Manager related services within the context of the delivery of the Development Programme.
- Provide leadership, guidance and mentoring to the assistant Team Manager who is supporting the delivery of the programme.
- Communicate effectively with swimmers, staff and parents.
- Provide a central 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

- Face to Face sessions at the Sunderland Aquatics Centre, Stadium Park, Monkwearmouth, Sunderland, SR5 1SU.

KEY RESPONSIBILITIES

Prior to programme delivery:

- Liaise with the programme lead and Head Coach to ensure you have an understanding of the aims and objectives of the county programme and your role within the delivery model.
- Work to ensure that the assistant Team Manager has a clear understanding of their role on the day.

- Liaise with the Programme lead to ensure you have everything you need for your role on the camps i.e. complete your team manager file.

During programme delivery

- Support the Head Coach with the delivery of Face to Face and Online sessions in line with programme objectives and plans.
- In collaboration with the programme lead and following Swim England guidance, lead and promote a safe and inclusive environment for all athletes and workforce.
- Make a positive contribution as required to all activities.
- Act as the key liaison person with the facility providers where required.
- Lead the delivery of the pastoral aspects of the camps to ensure programme objectives and plans are met.
- 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.
- 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 produce a brief report post each camp day and circulate to the programme lead detailing; organisation, safeguarding, etc.
- Be available to the assistant Team Manager who supported in the delivery of the programme to further discuss elements of the camp and team management practice as required to ensure the ongoing development of this Team Manager.
- Conduct if appropriate and necessary any pre and post camp discussions with the assistant 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.