Role Description

Role title:	Member Elected Director - Swim England
Reporting to:	Chair - Swim England Board
Duration:	An initial four-year term, with the possibility of a second four-year term
Remuneration:	Voluntary position (travel and accommodation expenses paid in accordance with Swim England policy)
Location:	Nationwide Six Board meetings per year, three held online and three held in person in Loughborough, Leicestershire.

What to Expect

Serving as a Swim England Board Director is a **strategic and governance role**, not an operational one. You'll contribute to shaping the organisation's direction, provide support and challenge to the executive team, and ensure the organisation operates with integrity, inclusivity and ambition.

The Board typically meets every two months, and Directors are expected to read materials in advance, participate actively in discussions, and contribute between meetings when needed. Directors are also ambassadors for Swim England and may occasionally be asked to represent the organisation at events or meetings aligned with their expertise.

Role Purpose

To provide inclusive and inspirational leadership and guidance to the Board of the English National Governing Body for swimming, artistic swimming, diving and water polo.

Specific Responsibilities

- Act as a Director of the ASA (Swim England) Limited, in the best interests of the organisation, with honesty and good faith.
- Act at all times as an effective, positive, proactive and credible ambassador for Swim England.
- Promote Swim England as a leader of innovative best practice across the sector.
- Contribute to the maintenance and continuous improvement of governance arrangements and strategic risk management, ensuring financial and operational controls are robust and defensible.

- Help ensure compliance with the Sport England Code for Sports Governance, Sporting Future and other applicable standards of best practice.
- Uphold and promote Swim England's Vision, Mission and Values, and expected standards of ethical conduct and behaviour in fulfilling Board responsibilities.
- Contribute to the development and delivery of Swim England's Strategic Plan, working with the Chief Executive Officer and other Board members to monitor progress and impact.
- Help monitor performance against plans, budgets and targets, agreeing corrective actions with the Chair, CEO and Board where required.
- Support the Board to function as a cohesive and constructive team, engaging collaboratively with Swim England employees, volunteers, members and other stakeholders.
- Regularly attend and contribute to the work of sub-committees or working groups, bringing specialist expertise as appropriate.
- Ensure compliance with all statutory and legislative requirements including data protection, safeguarding, health and safety and equality.
- Promote best practice in inclusion, equality and diversity across Swim England at all times.
- Disclose immediately any personal interest or potential conflict of interest, and take no further part in related Board or committee discussions.
- Adhere to Swim England's rules on gifts and hospitality, and not accept benefits from third parties.

Person Specification

Independence and Impartiality

- Provide objective input to Board decision-making without vested interests.
- Possess an open mind, willing to listen, consider the views of others and constructively challenge where appropriate.

Governance

- Understanding and agreement of the legal duties, responsibilities and liabilities of a Director and a corporate body, companies and charities.

Communication and Relationship Management

- Be a collaborative team player.
- Excellent interpersonal, influencing and communication skills, with the ability to present views in a clear, constructive and concise manner to a wide range of audiences.
- Proven ability to build and maintain excellent relationships with a wide range of internal and external stakeholders.
- Ability to give and receive honest and constructive feedback.

Innovation

- A clear strategic thinker with balanced judgement, analytical and problem-solving skills.
- Ability to identify and evaluate issues, explore alternatives, and support consensus on the best course of action.

Knowledge and Experience

- Excellent knowledge of, or enthusiasm for, aquatic and membership sports.
- Ability to apply knowledge and skills from other sectors to support Swim England's growth, governance and relevance.
- A proven track record of supporting strong corporate governance at Board level in comparable organisations.
- Commercial awareness and the ability to help identify opportunities that strengthen the organisation's sustainability.
- Demonstrable commitment to promoting equality, diversity and inclusion.
- Experience or understanding in areas such as marketing, commercial development, or membership engagement.

To add strength and depth to the Board, knowledge and experience in the following areas are desirable but not essential:

- Experience of working within an educational or vocational setting, and understanding of the regulatory environment for awarding organisations or training providers.
- Experience or expertise in safeguarding and welfare, including protecting participants from harm and promoting wellbeing in sport or community settings.
- Knowledge of influencing or working within government or local authority environments.
- Experience of addressing environmental sustainability issues, including climate change, open blue spaces and policy development.

Terms of engagement

The role requires an average commitment of **1–2 days per month**, including:

- **Six formal Board meetings** each year (three in person in Loughborough and three online).
- Participation in **sub-committees or working groups** depending on expertise.
- **Preparation and reading time** before meetings (typically 2–3 hours per meeting).
- Occasional **attendance at Swim England events** or stakeholder sessions as an ambassador.
- **Engagement between meetings** – Board papers and updates are circulated by email, and Directors are expected to review and respond within a reasonable timeframe (typically within one week) to support ongoing decision-making and collaboration.

The actual time commitment may vary depending on the Board's priorities and the individual's areas of contribution.

The position receives reimbursable vouched expenses in line with agreed Swim England policies.