

Role Description: Competition Planning Lead

Introduction

The Competition Planning Lead is an informed voice and support in relation to the delivery of national events, providing input and advice to the Swim England Events Team. The Competition Planning Lead also supports the delivery of regional and county competition calendars to maximise the competitive opportunities for all participants.

Overall

- Support the delivery of National Events
- Provide advice and guidance as and when requested
- Provide insight in to the needs of the discipline in relation to event delivery
- Provide support for the recruitment of event volunteers

Specific responsibilities

- Main point of contact for the Swim England Event Team or designated officer for each event.
- To provide key updates and discipline specific information relevant to the Swim England Event Team in a timely manner to support the logistical running of an event.
- To consult with the Swim England Events team on the competitions calendar development including dates and venue selection.
- To provide the Swim England Events Team with all competition specific information, including, but not limited to, event conditions, qualification times and draft schedule.
- To communicate the appointment of Meet Directors on behalf of the Leadership Group in line with the Group's selection.

Main tasks

- Develop and maintain up to date knowledge of event requirements and provide clear evaluation of the impact of policies and initiatives for the Group's consideration.
- Make recommendations to the Group in relation to the adoption of practices at National Events.
- Work in partnership with the Swim England Events Team to ensure the effectively delivery of a national events.
- Work in partnership with the National Development Officers, or equivalent, and the regions to ensure that regional events are part of a wider competitive pathway.

- Provide regular updates to be shared with the Regional Managers and staff involved in the management and delivery of events.
- Support the recruitment of volunteers to Events.

Commitment

- The required attendance for meetings is outlined in the Discipline Leadership Group Terms of Reference.