

## **Job Description for Regional Assistant Team Manager**

### **Role and Expectation Outline**

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<b>TITLE:</b>	<b>Regional Assistant Team Manager</b>
<b>REPORTS TO:</b>	<b>Regional Lead Team Manager</b>
<b>RENUMERATION:</b>	<b>£150 flat fee (inclusive of travel and subsistence)</b>
<b>DURATION:</b>	<b>Attendance at 1 day Team manager Conference and delivery at 3 Camp Days. June - December</b>

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### **PURPOSE**

The overall purpose of the Regional Assistant team manager is to:

- Provide professional team management related services within the context of the delivery of the Regional Programme Framework under the guidance of the Lead Team Manager
- Attendance at the team manager conference
- Assist with the delivery and evaluation of the Regional Programme (3 camp days)
- Communicate effectively with athletes, staff and parents
- 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 and behaviour after each camp activity
- Exhibit British Swimming and England Programmes Coaching Principles during coaching practice; Setting Direction, Staying Connected, Engaging People, Delivering Results and Credibility

### **KEY RESPONSIBILITIES**

#### **Prior to programme delivery**

- Liaise with the Regional Lead Team Manager to ensure you have an understanding of the aims and objectives of the Regional Programme
- Ensure you have a clear understanding of your role during each camp day

#### **During programme delivery**

- Assist with communication between parents, staff, swimmers and the facility providers
- Contribute to team management discussion and facilitated learning within the context of the day to ensure an opportunity for learning and development of all staff takes place
- Contribute to pre and post camp day discussions with the Lead team manager, specifically helping to ensure that all reports are accurate

### ***Following programme Delivery***

- Contribute to any post camp debrief discussion as lead by the Regional lead team manager
- Discuss areas for ongoing development with the Regional Lead Team Manager
- Contribute to the post camp report produced by the Regional Lead Team Manager

### **PERSON SPECIFICATION**

- Must hold as a minimum ASA level 1 team manager qualification
- Must hold a valid DBS certificate
- Should preferably hold a first aid qualification (not essential)
- Committed to ongoing learning
- The ability to set priorities and work flexibly to meet outcomes required in a dynamic environment
- Excellent planning, interpersonal 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:
  - Ability to evaluate and provide feedback to staff
  - Tact and diplomacy in all interpersonal relationships
  - Self-disciplined with a commitment to continuous service improvement
  - Ability to think for yourself and use own initiative