

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

### **Role and Expectation Outline**

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<b>TITLE:</b>	<b>Regional Lead Team Manager</b>
<b>REPORTS TO:</b>	<b>The Regional Swimming Association</b>
<b>RENUMERATION:</b>	<b>£320 flat fee (inclusive of travel and subsistence)</b>
<b>DURATION:</b>	<b>4 days (Delivery at 1 day Team Manager Conference and 3 x 1 day Camps) June – February</b>

### **PURPOSE**

The overall purpose of the Regional Lead Team Manager is to:

- Provide professional team management related services within the context of the delivery of the Regional Programme Framework
- Contribute to the assistant team manager selection process
- Attend a webex session delivered by the ASA England Programmes team
- Contribute to the Regional Team Manager Conference (1 day)
- Lead the planning, delivery and evaluation of the Regional Programme (3 camp days)
- 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
- Be proactive and positive to all swimmers and staff during the programme
- 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
- Exhibit British Swimming and England Programmes Team Management Principles during coaching practice; Setting Direction, Staying Connected, Engaging People, Delivering Results and Credibility

### **KEY RESPONSIBILITIES**

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

- Attend the webex session for Regional Lead Team Managers in February 2017
- Liaise with the ASA England Programmes staff to ensure you have an understanding of the aims and objectives of the county programme and your role within the delivery model
- Act as the key liaison person with the facility providers
- Work to ensure that the assistant team managers skills has a clear understanding of their role on the day
- Contribute to selection process of the assistant team manager

### **During programme delivery**

- Lead the delivery of the pastoral aspects of the camps to ensure programme objectives and plans are met
- Lead team management discussion and facilitate learning within the context of the day to ensure an opportunity for learning and development of all staff
- 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

### ***Following programme delivery***

- Reflect on the camp delivery and produce a brief report post each camp day and circulate to Regional Association and EPO 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

### **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)
- Proven ability as a practising 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, 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