

Role Description: Club & Workforce Development Lead (Diving)

Type of Contract:

Voluntary role for a term appointment of 3 years with all reasonable expenses paid

Location:

Swim England London Region

Responsible to:

Diving Committee Chair and Ultimately the Swim England London Management Board

Who can Apply:

Anyone who is a member or prepared to become a member of a Club affiliated to Swim England London

Brief Description:

As directed by the Swim England London Region Diving Committee Chair, take the lead on matters relating to Club and Workforce (coach) development. With the aim of providing effective and rewarding development opportunities to the region's diving clubs and coaching workforce (coaching & safeguarding courses) at all levels from novice to elite.

Key Responsibilities:

- Attend Diving Committee Meetings
- Provide leadership, as direct by the committee chair to areas relating to Club & Workforce (Coach) Development & where necessary
- Work with the Committee and Regional Staff to develop the region's Club & Workforce (Coach) Development Strategy
- Ensure that the committees Club & Workforce (Coach) Development strategy:
 - Meets both the present and future needs of Diving in London
- Monitor, evaluate & report on the performance/success of the committees Club & Workforce Development Strategy against allocated budget, targets and performance indicators, reporting back to the committee chair
- Prepare and provide reports on Club & Workforce development activity within the Region to the Committee or Chair as requested
- Assist in the creation/oversight of Swim England London Regions Diving Youth/Athletes Forum alongside the Talent & Athlete Development Lead
- Work with regional staff to organise and run both diving coaching and additional coach education courses and club courses such as safeguarding etc.

Job Criteria:

Effective Relationships

- Build effective relationships with all committee members, regional staff and the diving community in London ensuring all are committed to the common purpose.
- Builds & maintain effective relationships with external partners as required
- Actively contribute to the diving committees meetings, discussions and decision making process
- Further develop the committees existing relationships with regional staff, clubs & representatives
- Readily identify opportunities to share knowledge, information and learning and make progress by working with colleagues

Experience

- Experiences of sitting on a committee or in management, ideally within a sporting environment
- Competence in leading and carrying out strategic planning and delivery
- Strong communication skills
- Previous experience of club development or coaching development
- Experience of sports at regional/national level
- Involvement in, and knowledge of diving in a voluntary or professional capacity
- An understanding of charity/sports governance

Delivery

- Take ownership of problems in your area of responsibility
- Work effectively both independently and as part of a team
- Be able to prioritise and complete task within a given time frame
- Supports other members of the committee and its chair where possible to ensure the best possible outcomes
- Solve problems creatively by identifying the problem, evaluating the alternatives and finding innovative solutions
- Champion best practise within the region