

# Job Description

Updated Jan 2025

## Job Title: Discipline Chair - Swimming

**Department:** Swim England London

**Reporting to:** The Swim England London Board

**Term of Appointment:** 3 Years

**Grade:** Voluntary Role

## Job Purpose:

- To provide leadership, direction and oversight to the Swim England London Region Swimming Committee.
- Be the budget holder, and be accountable to the Board for the delivery of the committee's plans and financial management
- Act as the liaison to other London Region committees, and Swim England National when required.
- Ensure alignment with the region's operational strategy and key objectives.

## Values:

Safe



Quality



Purpose



Togetherness



Fun



Resourceful



## Key responsibilities

- Provide leadership and support to the Swimming Committee, ensuring minutes of meetings are uploaded onto Sharepoint.
- Liaise with and have regular meetings with the Regional Discipline Development Officer.
- Receive, and respond to, emails and other communications regarding Swimming.
- Provide leadership and support in organising Swimming and Masters Swimming Competitions and Development within the Region.
- Ensure that the committee policies and strategy:
  - Meet the needs of Swimming in London
  - Are coherent with the Regional Strategy
  - Reflect best practice and good governance
- Ensure that the committee monitors and evaluates their performance against the agreed budget, targets and performance indicators.
- Prepare and provide reports on Swimming Development activity within the Region to the Management Board when required.
- Draft a Swimming Development Plan together with an annual budget, using the regional templates provided and implement accordingly. (Support will be provided from Regional Staff Team).
- Work collaboratively with all other Discipline Chairs within the Region.
- Provide news and information items for publication in the monthly newsletter and regional website.

## Skills and experience required

### Essential

- Be a Swim England Member and a member of a Swim England London Region club.
- Must have experience of Competitive Swimming.
- Strong leadership skills with the ability to develop an effective and united committee.
- Good influencing and communication skills.
- The ability to solve problems creatively by identifying the problem, evaluating the alternatives and finding innovative solutions.
- ICT literate, including knowledge of MS Word, Excel and experience of email.
- Experience and understanding of Swimming and Masters Swimming Competitions.

### Desirable

- Experience in building and maintaining effective working relationships within the aquatic community.
- Previous experience of chairing committees/board of a voluntary organisation
- Experience in Risk Management
- Sector Knowledge