

Job Description

December 2025



Job Title: Governance & Club Support Manager

Department: Swim England London

Reporting to: Regional Director Operations
& Safe Aquatics

Term of Appointment: Permanent

Hours: Part-time 21hrs (3 days per week)

Salary: Proposed Grade 7

Job Purpose:

Lead and oversee governance compliance across the London Region, ensuring clubs adhere to Swim England policies, safeguarding standards, and statutory requirements.

Drive initiatives that promote a principled culture, embedding transparency, accountability, and inclusivity within club operations and regional governance frameworks

Support and develop affiliated clubs, providing guidance on governance best practices, club structures, and volunteer management to strengthen sustainability and growth.

Our Values:

To be clear & transparent

To listen & respect others

To spot, support & signpost.

To collaborate & consult

To be inclusive & diverse

Key responsibilities

Governance Compliance & Oversight

- Ensure all affiliated clubs meet Swim England governance standards, safeguarding requirements, and statutory obligations.
- Monitor and report on compliance, providing timely interventions and support where needed.

Club Development & Support

- Advise clubs on governance structures, constitutions, and volunteer management to strengthen operational resilience.
- Deliver workshops, resources, and one-to-one guidance to help clubs achieve club affiliation and best practice standards.

Stakeholder Engagement

- Act as the main point of contact for governance queries, liaising with clubs, the Regional Director Operations and Swim England national teams.
- Build strong relationships with club committees and volunteers to foster collaboration and trust.

Strategic Initiatives & Culture

- Contribute to regional projects that promote transparency, inclusivity, and ethical governance.
- Support the implementation of the region's strategic priorities.

Skills and experience

Essential

Skills & Experience

- Strong understanding of governance principles, safeguarding requirements, and compliance frameworks within a sports or voluntary sector context.
- Proven experience in supporting or advising clubs, committees, or volunteer-led organisations on governance and operational matters.
- Excellent communication and interpersonal skills, with the ability to build positive relationships and influence stakeholders at all levels.
- Strong organisational and critical thinking skills, with the ability to manage multiple priorities and deliver to deadlines.
- Competent in using digital tools and platforms for reporting, communication, and resource development.

Desirable

- Knowledge of Swim England structures, policies, and accreditation scheme.
- Experience in delivering training, workshops, or guidance sessions to volunteers or club committees.
- Familiarity with safeguarding legislation and best practice in sport.
- Project management experience, including planning and implementing initiatives that drive cultural or governance improvements.
- Understanding of diversity, equity, and inclusion principles within a sporting environment.