Job Description

Updated July 2026/SP

Swim England London

Job Title: Discipline Chair Diving

Department: Swim England London

Reporting to: The Swim England London Board

Direct Reports: Diving Committee Members

Term of Appointment: 3 Years

Grade: Voluntary Role – (Remuneration for agreed expenses will be paid)

Job Purpose:

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- To provide leadership, direction and strategic oversight to the Swim England London Diving community, ensuring the development, delivery, and governance of diving across the region aligns with regional strategy and national priorities
- Act as a positive ambassador for diving across the region

Our Values:

To be clear & transparent

To listen & respect others

To spot, support & signpost.

To collaborate & consult

To be inclusive & diverse

Key responsibilities

Leadership & Governance

- Chair Diving Committee meetings (minimum 3 per year), ensuring effective decision-making and accurate record keeping
- Ensure all committee activity aligns with Swim England London governance, policies, and strategic objectives
- Act as the primary link between the Diving Committee and the London Board

Strategic Development

- Lead the development and delivery of the annual Diving Development Plan, including budget submission and monitoring
- Ensure regional diving activity meets the needs of athletes, clubs, and volunteers
- Monitor performance against agreed objectives, reporting progress to the Board

Collaboration & Communication

- Work closely with the Regional Discipline Development Officer to support delivery of programmes and initiatives
- Collaborate with other aquatic disciplines to support joined-up planning and shared opportunities

Competitions & Events

- Provide strategic oversight of regional diving competitions and development opportunities
- Support coordination of the regional calendar in collaboration with other disciplines.

Communication & Engagement

- Ensure timely responses to correspondence relating to diving
- Provide updates, news, and key information for regional communications channels (website, newsletter, social media)
- Engage with clubs and stakeholders to ensure their views inform decision-makiing

Time Commitment

- Approximately 4–6 hours per month
- Attendance at committee meetings, Regional Diving Competitions, and occasional regional events

Personal Specification

Essential

- Swim England member and affiliated to a London Region club
- Experience within diving (competitive, coaching, officiating or administration)
- Strong leadership and communication skills
- Ability to work collaboratively and build positive relationships
- Good organisational and problem-solving skills
- Confident using digital tools (e.g. email, Microsoft 365)
- Commitment to equality, diversity and inclusion
- Hold (or be willing to obtain) a valid DBS check

Desirable

- Previous committee or board experience within a voluntary organisation
- Experience in budget management and financial oversight
- Knowledge of Swim England structures and competition pathways