

Swim England
Job Description – Volunteer Role

JOB TITLE: Swimming Technical Officials Regional Training and Development Co-Ordinator

RESPONSIBLE TO: At the discretion of Region

PURPOSE: To facilitate the training and development of Swimming Technical Officials within the Region for people of all ages and abilities. To ensure the delivery of Swimming Officials training in accordance with the guidelines and requirements as laid down by British Swimming

RESPONSIBILITIES:

- To ensure that the British Swimming – Swimming Technical Officials training structure is delivered effectively and efficiently throughout the Region in accordance with the guidelines and requirements as stipulated by British Swimming.
- To actively encourage and manage the recruitment and training of Swimming Technical officials.
- To actively encourage and manage, the recruitment and training, of young Swimming Technical Officials (STO).
- To ensure that appropriate Swim England and Regional objectives are met and Key Performance Indicators (KPIs) are achieved.
- To oversee and provide the links between Regional, Sub Regional structures and all local groups to ensure that all training and development opportunities are co-ordinated.
- To actively support Course Leaders and those involved in training and development of STO's in the Region.
- To oversee the delivery of the mandatory Licensing CPD's across the region, ensuring each County delivers the mandatory CPD's on at least one occasion per year.
- To act as the initial single point of contact for all enquires related to Swimming Technical officials and to provide expertise and technical assistance where required, before the matter is sent to the Swimming Officials Coordinator.
- To attending meetings as required, representing the Region at all levels.
- To disseminate the findings, requirements and decisions of the Swim England Swimming Officials Group around their region in a timely fashion. Then to ensure that these are acted upon/implemented by the date(s) required.
- To ensure that any matters arising from the Swim England Swimming Officials Group are addressed and replied to in a timely fashion and in any case by the required due date.
- Any other development duties required by the Swim England Swimming Officials Group or Region.
- To actively promote and monitor the Licensing of STOs in the Region.

COMPETENCIES:

- > Builds effective relationships ensuring that all are committed to promoting the common purpose of officiating in swimming.
- > Supports and guides to make the best use of resources and capabilities.
- > Expresses information both orally and in writing in an appropriate, accurate and a concise manner.
- > Listens actively identifying needs, innovates to meet those needs, and reviews whether needs have been met.
- > Identifies and evaluates problems finding solutions.
- > Complies with all policies set down by swim England and in particular policies relating to equity and diversity.