

**Job Description for Regional Assistant Team Manager**

**Role and Expectation Outline**

**TITLE: Regional Assistant Team Manager**

**REPORTS TO: Regional Lead Team Manager**

**RENUMERATION:** **£150 flat fee (inclusive of travel and subsistence)**

**DURATION: Attendance at 1 day Team manager Conference (11th June) and delivery at 3 Camp Days. (8th July, 2nd September, 3rd December)**

**PURPOSE**

The overall purpose of the Regional Assistant team manager is to:

* Provide professional team management related services within the context of the delivery of the Regional Programme Framework under the guidance of the Lead Team Manager
* Attendance at the team manager conference
* Assist with the delivery and evaluation of the Regional Programme (3 camp days)
* Communicate effectively with athletes, staff and parents
* Deliver all duties in accordance with the programme objectives and briefings
* Motivate and enthuse swimmers and staff during the programme
* Reflect on your own team management and behaviour after each camp activity
* Exhibit British Swimming and England Programmes Coaching Principles during coaching practice; Setting Direction, Staying Connected, Engaging People, Delivering Results and Credibility

**LOCATION**

* Conference – Leatherhead LC, Camp 1 and 2 ACS Cobham, Surrey, camp 3 K2 Crawley.

**KEY RESPONSIBILITIES**

**Prior to programme delivery**

* Liaise with the Regional Lead Team Manager to ensure you have an understanding of the aims and objectives of the Regional Programme
* Ensure you have a clear understanding of your role during each camp day

**During programme delivery**

* Assist with communication between parents, staff, swimmers and the facility providers
* Contribute to team management discussion and facilitated learning within the context of the day to ensure an opportunity for learning and development of all staff takes place
* Contribute to pre and post camp day discussions with the Lead team manager, specifically helping to ensure that all reports are accurate

***Following programme Delivery***

* Contribute to any post camp debrief discussion as lead by the Regional lead team manager
* Discuss areas for ongoing development with the Regional Lead Team Manager
* Contribute to the post camp report produced by the Regional Lead Team Manager

**PERSON SPECIFICATION**

* Must hold as a minimum ASA level 1 team manager qualification
* Must hold a valid DBS certificate
* Should preferably hold a first aid qualification (not essential)
* Committed to ongoing learning
* The ability to set priorities and work flexibly to meet outcomes required in a dynamic environment
* Excellent planning, interpersonal and communication skills (with swimmers and staff).
* High levels of motivation and dedication
* Have an outgoing personality with good interpersonal skills and be able to enthuse and motivate young people
* A team player with the ability to:
  + Ability to evaluate and provide feedback to staff
  + Tact and diplomacy in all interpersonal relationships
  + Self-disciplined with a commitment to continuous service improvement
  + Ability to think for yourself and use own initiative