

Job Description for Regional Team Manager – Geneva 2026

Role and Expectation Outline

TITLE: Regional Team Manager (Female)

REPORTS TO: Regional Camp Team Leader

RENUMERATION: £400 plus expenses

DURATION Thursday 22nd – Monday 26th January 2026

PURPOSE

The overall purpose of the Regional Team Manager is to:

- Support the team leader and camp staff to deliver a safe and high-quality experience for the athletes
- Communicate effectively with swimmers, staff and parents
- Be proactive and positive to all swimmers and staff during the camp
- Deliver all duties in accordance with the camp objectives and briefings
- Motivate and enthuse swimmers and staff during the camp
- Ensure adherence to Swim England policies and code of conducts at all times, with particular attention to the requirements as set out in Wavepower.

KEY RESPONSIBILITIES

Prior to programme delivery

- Liaise with the Swim England South East staff to ensure you understand the aims and objectives of the camp and your role within the delivery model
- Attendance at any pre camp briefings and participate in meet communication channels
- Familiarisation of the camp paperwork provided by the region in advance
- Engage with the development of the camp risk assessment

During programme delivery

- Lead the delivery of the pastoral aspects of the camps with the team leader to ensure programme objectives and plans are met
- Communicate effectively with all swimmers and staff
- Report any concerns or issues to the team leader or regional officer
- Contribute to the revision of risk assessments as required during the camp.

Post programme delivery

- Engage in the camp debrief
- Communicate any post camp pastoral matters with the relevant parties

PERSON SPECIFICATION

- Must be a member of an affiliated club within the South East region
- Must hold a team manager 1 and 2 qualification
- Must hold a valid Swim England DBS certificate and safeguarding qualification
- Should preferably hold a first aid qualification (not essential)
- Proven ability as a practising team manager working within a club setting
- Experience of working on programmes outside of the club environment and with performance athletes is preferable
- The ability to set priorities and work flexibly to meet outcomes required in a dynamic environment
- Excellent planning, interpersonal and communication skills
- High levels of motivation and dedication
- 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