

Swim England Suffolk Assistant Team Manager Job Description

Role Title: Assistant Team Manager (Voluntary role)
Responsible to: County Executive
Appointed at: AGM

Term of office: One year

Role Purpose: To help select and Team Manager teams to represent the County at competitions

Responsibilities:

- Attend County Executive Committee Meetings.
- Assist Team Manager to produce report for Executive Committee meeting and Annual General Meeting.
- Liaise with Club Coaches.
- Assist Team Manager in informing Club Coaches of team selection.
- Ensure all team welfare concerns are dealt with appropriately.
- Assist Team Manager with all other duties.
- Help organise County team for the annual Inter-County competition and team manager at the event.
- Organise transport and accommodation for team competitions, as necessary.

Competencies:

Essential	Desirable
Be a member of a Swim England Suffolk club.	Good IT, literacy, report writing and numeracy skills.
Well organised.	Comprehensive IT, literacy and numeracy skills.
Communicate effectively and confidently.	
Good understanding of the Swim England competition structure	
Good understanding of the Swim England Wavepower Document	
Have a current Enhanced DBS, Contemporary Issues and Team Manager accreditation	