

SWIM WALES
NOFIO CYMRU

WE'RE HIRING

JOB VACANCY

Events & Volunteers Manager

SWIM WALES ARE HIRING

Events & Volunteers Manager

Job title:
Events & Volunteers Manager

Salary:
Circa £28,000 (Depending on
experience)

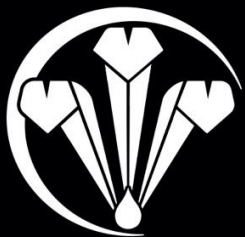
Responsible:
Head of Aquatics & Inclusion

Location:
Office-based (Swansea National Pool) or
Homeworking – Please note travel
across Wales will be required on some
occasions

Closing date for applications:
Midnight 18/08/22

Please apply by sending your CV, a cover
letter and the completed Swim Wales
Diversity Monitoring form to Head of
Aquatics & Inclusion Sioned Williams
(sioned.williams@swimming.org).

For an informal chat about the role,
please email Head of Aquatics &
Inclusion Sioned Williams
(sioned.williams@swimming.org).



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Contact Details

[Sioned.williams@swimming.org](mailto:sioned.williams@swimming.org)

Swim Wales is the National Governing Body for all Aquatic disciplines in Wales. Its role is to lead, advise, support, extend and enhance aquatic participation for all regardless of location, age, gender, ethnicity or disability.

The National Events & Volunteers Manager role incorporates the management of the event and competition programme across Wales. The role requires innovative, creative and insightful thinking to develop and deliver a variety of dynamic events, led by a passionate and skilled volunteer workforce.

Swim Wales has a strong commitment to improving Equality and Diversity within the Sport. It is expected that the post – holder will uphold this commitment and demonstrate the appropriate inclusive behaviours to support achievement of these aims.



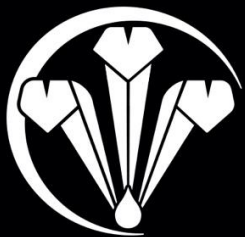
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Essential partners and touch points for this role are, but not limited to:

- Chief Executive Officer
- Senior Management Team
- The Aquatics Team (including committees & volunteer leadership groups)
- Aquatic Clubs, Schools and private providers
- Local Authorities, Leisure Trusts and Facility Operators
- Welsh Regions
- Home Nations (England, Scotland & GB)

Key responsibilities are, but not limited to:

- Responsible for the co-ordination and delivery of all National events and coordination of all Regional Aquatic events promoted by Swim Wales (licensed events).
- Strategic planning and development of a high level Event strategy and Volunteer strategy in line with the wider Swim Wales strategy.
- Work with SMT and advise on potential commercial opportunities for all of our Aquatic events both present and future.
- Ensure all financial activity is monitored diligently by all appointed personnel and kept within any delegated budgets. Develop and maintain budget sheets for projected financial planning.
- Attend relevant Technical meetings with the National Performance Director ensuring that their objectives for the events are met.
- Represent Swim Wales at relevant meetings with external partners.
- Develop working relationships with venue management teams where National and Regional events are staged.
- Appoint a Lead Referee for each event ensuring that all aspects required for the smooth running of the meet are delivered as required.
- Ensure timely and accurate production of Conditions and Entry Times through the relevant aquatic personnel.
- Identify external Contractors and Suppliers required and work with the Events & Volunteers Officer to ensure such appointments are dealt with in a timely manner.



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- To ensure volunteers are developed through training and development in all aspects officiating in the disciplines of Aquatics.
 - Identify any external Contractors and Suppliers required and work with the Events officer to ensure such appointments are dealt with in a timely manner.
 - Maintain records of volunteer accreditations and learning.
 - To take a lead role in the recruitment, retention and development of volunteers e.g. Volunteer Project coordinator for each event.
 - Work with the wider Aquatic team to provide ongoing recruitment and development of volunteers, engaging with and in Swim Wales affiliated clubs and licenced events.
 - Recruit and retain relevant volunteer teams to deliver National and Regional events – ensuring that all members appointed are aware of their role & responsibilities.
 - Work with relevant colleagues to deliver the Swim Wales National Conference.
 - Work with the Volunteer National Licensing Officer to manage and develop the Welsh Meet licensing programme.



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Other Requirements, but not limited to:

- Availability to work unsociable hours and weekends
- Must attend all Swim Wales National events across the aquatic disciplines
- Ability to work with multiple teams of individuals to deliver high standard events
- Ability to work independently on projects

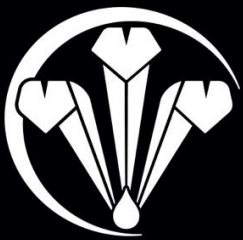
This responsibility above is not exhaustive and you may be asked to undertake appropriate work, outside of this job description, from time to time

The above job description will be subject to annual review to reflect the needs of the Swim Wales and Sport Wales corporate plans.

Swim Wales promotes inclusion and diversity, and welcomes applications from everyone with the necessary qualification and/or experience. If you have any particular requirements in respect of the recruitment or interview process, please mention this in your covering letter.

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This role will be subject to an enhanced DBS check.



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This job requires	Essential should be able to provide evidence of (or demonstrate ability)	Desirable
Knowledge and skills Functional and operational. Planning and organising of work.	Proven track record of relationship management in either a management role or business support role.	Sport or not for profit/charitable organisations.
	Has experience planning and delivering quality events.	Has experience working with in events for Sport or not for profit/charitable organisation.
	Significant line management experience	Experience working with volunteers
	System management or Business Development experience.	Ability to use ICT to collate and analyse information and produce reports
	Strong interpersonal skills and Personnel Management experience involving performance reviews & team development.	
	Provision of professional leadership across the whole organisation.	
	The development and implementation of processes to achieve the continuous improvement	

	of quality standards and the delivery of quality, safe events.	
	Excellent written and verbal communication skills	
Responsibility	Evidence of formulation and implementation of business policies and internal controls, as well as other non-financial policies that support the business administration functions.	Facilitating the process with others, internal and external
	High profile leadership, facing tough challenges in improving performance, getting results or dealing with employee relations issues.	Ability to collect, record and present accurate research findings to the team and external partners.
	Frequently become involved in conducting key negotiations with long term implications for organisation.	
	Strong communication, analytical and negotiation skills.	
	Managing revenue streams and P&L.	
	Creation and management of work programmes for self and others, from a strategic plan. Human resource management. Account planning/management.	Voluntary sector – volunteer management, policies and strategies.
	Control of a considerable budget.	

Planning and organising the work of the organisation for events a year or more ahead.		
Decision making	Continuous judgement and initiative in dealing with problems and handling situations where there are no clear guidelines or precedents.	
Complexity	The role is highly diverse, involving many different elements that may not be closely related to one another and may extend to several areas of activity.	A wide variety of managerial and professional skills.
	Personnel, financial, commercial and organisational management skills.	
	The ability to maintain effective communication throughout the organisation and with external bodies, representing the organisation at the highest level and on complex issues.	Sponsorship, commercial/business development
Mental demands	Ability to work under pressure, frequently re-establishing priorities for self and others. Moderate mental demands – the work involves some pressure or stress arising, for example from meeting	

	deadlines, dealing with people or frequent changes in priorities.	
	Innovative thinking and creativity is a major component of the role.	Evidence of a 'self-starter' mentality is critical
Behaviours	<ol style="list-style-type: none"> 1. Seeks excellence at all times 2. Inspires others 3. Is quality focused 4. Displays respect and integrity with others 5. Is innovative, challenging the norm 6. Pro-active and delivers results, to achieve high performance. 7. Collaborates effectively 8. Is reflective and open minded 9. Takes an inclusive approach at all times 	