



SWIM WALES®
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WE'RE HIRING!

JOB VACANCY

Events & Volunteers Officer

Job Description & Person Specification



Swim Wales
Wales National Pool
Sketty Lane
Swansea
SA2 8QG

T: 01792 513636

Job Title: Events & Volunteers Officer

Salary: £22,800 (Depending on experience), plus appropriate expenses and Employee Benefits.

Job type: Permanent full time (42 hours a week)

Responsible to: Events & Volunteers Manager/Head of Aquatics & Inclusion

Location: Wales National Pool Swansea with regular travel nationally. Extensive / broad travel across Wales will be required therefore access to transport is necessary.

Closing date for applications: Sunday 10th September 2023.

Please apply by sending your CV, a cover letter and the completed Swim Wales Diversity Monitoring form to swimwales-recruitment@swimming.org.

Cover letters can be submitted via a recorded video or written format.

For an informal chat about the role, please email our Events & Volunteers Manager, Jack Brown (jack.brown@swimming.org).

Please note this role, due to its nature, duties, and responsibilities, will be subject to the successful applicant undergoing an enhanced DBS check.



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Job Purpose

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. Swim Wales' vision is 'Aquatics for Everyone for Life.'

The Event & Volunteers Officer role will be to support the management and delivery of the Welsh aquatics Regional and National events programme and help lead the development and management of our volunteer workforce across Wales.

Swim Wales National events provide athletes an opportunity to compete at National standard including Welsh Championships and international competitions in Swimming, Open Water, Water Polo, Diving and Artistic Swimming.

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, supporting Swim Wales' delivering on the strategy.

Our vision is; 'Aquatics for everyone for life'. This role is significant in helping make Aquatics a sport for all and is part of an increased investment into our aim of making Aquatics even more diverse and inclusive.

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

- Swim Wales Chief Executive Officer
- Swim Wales Senior Management Team
- Swim Wales Aquatics & Inclusion Team (including committees & volunteer leadership groups)
- Swim Wales Performance Team
- Swim Wales Business Development Team
- Aquatic Clubs
- Volunteer Workforce
- Local Authorities, Leisure Trusts and Facility Operators
- Welsh Regions
- Home Nations (England, Scotland & GB)

Key Responsibilities are, but are not limited to:

- Support the Events & Volunteers Manager on the co-ordination, set-up and delivery of all National and Regional aquatic (licensed) events promoted by Swim Wales.
- Support the Events & Volunteers Manager to ensure Health & Safety policies, including confirmation of DBS checks are adhered to and Risk assessments are carried out.
- Organise post event de-briefs/feedback surveys and prepare or obtain written reports required at the conclusion of the event.
- Ensure the timely and accurate production of conditions and entry times through the relevant aquatic personnel.
- Responding to event queries via multiple platforms of communication such as email, telephone and social media.
- Organise and manage stock and order equipment as required.



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- Support the Events & Volunteers Manager to approve and process volunteer expenses forms against Swim Wales' volunteer expenses policy.
- Effectively communicate and collaborate with customers, volunteers, staff, officials and swimmers' during meets.
- Production and administration of event information including poolside passes, front desk information, volunteer accreditation, expenses forms, car park passes and meet packs etc.
- Raise purchase orders in adherence to the organisation's financial policies.
- Manage the Swim Wales meet licensing calendar, including management of the Swim Wales website competition calendar.
- Support the Events & Volunteers Manager in the recruitment, retention and development of volunteers.
- Help to ensure volunteers training needs are developed including the ratification and management of officials' qualifications.
- Supported by the Events and Volunteers Manager, lead on the recruitment, retention and development of the Swim Wales Youth panel that includes leading on specific projects to develop Swim Wales young aquatic leaders/ambassadors.
- Supported by the Events and Volunteers Manager, lead on the development and management of a volunteer's reward and recognition scheme.
- Manage the submission process to approve Welsh, British, European and World Masters swimmers records.
- Manage Swim Wales digital systems used to operate event management, membership and volunteer recruitment.
- Ensure that the Equality, Diversity and Inclusion agenda is recognised as positive, proactive and influential in contributing to the organisation's strategic and operational planning process.
- Represent Swim Wales at relevant meetings with external partners.
- Support the planning and delivery of marketing and promotion campaigns for projects and events as well as commercial sponsorship opportunities, alongside the Events and Volunteers Manager, Communications Manager and Head of Business Development.

Other Requirements, but not limited to:

- Availability to work unsociable hours and weekends.
- Must attend all Swim Wales Regional and 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.

The responsibilities above are not exhaustive and you may be asked to undertake appropriate work, outside of this job description, from time to time.

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.

PERSON SPECIFICATION

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	Experience of event planning, management and delivery in a Sport, not for profit or charitable organisations.	Proven track record of successful event planning, management and delivery in a Sport, not for profit or charitable organisations.
	Experience of working in a Sport or not for profit or charitable organisations.	Proven track record of partnership working, with an understanding of the events and voluntary sector.
	A clear understanding of sport development initiatives and Community work in practice.	
	Ability to lead and support a range of projects and initiatives running in parallel.	Project management experience. Knowledge and understanding of all aquatic disciplines including, Swimming, Open Water Swimming, Diving, Water Polo and Artistic Swimming.
	Knowledge and understanding of supporting the development and implementation of EDI policies, procedures and guidelines, upholding good practices and behaviours to improve outcomes for the workforce, stakeholders and communities.	Experience of leading, developing and implementing EDI policies.
	Excellent written and verbal communication skills including analytical and negotiation skills. The ability to maintain effective communication throughout the organisation and with external bodies.	Welsh Speaker. Ability to collect, report and present projects and insight to internal and external parties.
	Evidence of good interpersonal skills to develop and maintain healthy, positive relationships with partners.	
	Ability to use ICT to collate and analyse information (particularly Microsoft Excel).	Experience with report writing.

This job requires	Essential - should be able to provide evidence of (or demonstrate ability)	Desirable
	Support the development and implementation of processes to achieve quality standards.	
	Able to work without close supervision using own initiative to identify those matters that can be dealt with directly and those which require reference to one's line manager, as well as being able to work as part of a team and to foster good team work amongst colleagues, our volunteer workforce and wider external partners.	
Responsibility	Implement and abide by all company policies and procedures.	
	Support the volunteer workforce to drive strategy, engagement and provide development opportunities and maintain positive relationships.	
	Ability to take the initiative to address problems and challenges independently.	
	Evidence of managing and supporting long term projects/plans/calendars that formulates part of the wider company and aquatic development strategies.	
Complexity	This is a highly diverse role, involving many different elements that may not be closely related to one another and may extend to several areas of activity.	Knowledge of sport and business development.
Mental demands	Ability to work under pressure; the work will involve meeting deadlines, dealing with people or frequent changes in priorities etc.	

This job requires	Essential - should be able to provide evidence of (or demonstrate ability)	Desirable
Behaviours	<ul style="list-style-type: none"> • Seeks excellence at all times. • Inspires others. • Is quality focused. • Is innovative, challenging the norm and creative. • Pro-active and delivers results Willingness and commitment and to achieve high standards. • Collaborates effectively • Takes an inclusive approach at all times and displays respect and integrity to others. • Is reflective and open minded. 	