

Independent Board Members

Recruitment Information | July 2025

Swim England Qualifications

Swim England Qualifications are the market-leading Awarding Organisation for the aquatics sector and our products are delivered nationally and internationally. We are part of Swim England, the recognised National Governing Body for aquatics in England and work in partnership with the other Nations. We are regulated by Ofqual and Qualification Wales and are an Approved Awarding Organisation with the Chartered Institute for the Management of Sports and Physical Activity (CIMSPA).

Our Strategic Priorities are to:

- Produce industry leading products for the aquatics industry
- Ensure robust quality assurance systems are delivered and implemented with our centres / customers
- Provide high quality support services to our centres / customers
- Be a sustainable, efficient and effective service for the sector

The purpose of the Swim England qualifications Board is to:

- Provide leadership, guidance and strategic direction to the executive team of Swim England Qualifications
- Monitor the performance of Swim England Qualifications against its strategic priorities
- Ensure Swim England Qualifications remains compliant with the relevant regulatory bodies
- Support the executive team of Swim England Qualifications in ensuring that the interests of learners are protected

The Opportunity

We are now seeking two Independent Members to join our Board and help us drive forward our ambitions for Swim England qualifications.

With strong values of we include, we are ambitious, we collaborate and we do what's right we are looking to connect with inclusive and inspirational leaders with the commitment and ambition to promote and enable our vision and mission. We are particularly keen to source:

- Candidates with a sound understanding of regulatory practice in education who can apply their knowledge of working within the compliance requirements of organisations such as Ofqual and Qualifications Wales in a Board setting
- Candidates with experience of working within an education and/or awarding organisation setting

No previous non-executive/Board member experience is required, induction and support will be provided by experienced Board members, making this a great development opportunity for the right candidate.

Experience in aquatic or membership sports is not essential, but a passion and dedication to supporting our future and goals will be. Applicants who bring knowledge and skills from other sectors to share best practice and continuously improve our relevance and reach would be welcomed.

The Role

Role title: Independent member

Reporting to: Chair – Swim England Qualifications Board

Duration: An initial four-year term, with the option of a second four-year term.

Time Commitment: 6 days per year, inclusive of 4 board meetings per year

Remuneration: Voluntary position (travel and accommodation expenses paid in accordance with Swim England policy)

Location: Board meetings will take place virtually, with one per year to be attended in person at the head office: SportPark, Loughborough University Campus, Loughborough, Leicestershire.

Role Purpose

To provide leadership, guidance and strategic direction for the executive of Swim England Qualifications (SEQ)

Specific Responsibilities

- Monitoring, offering guidance, advice and recommendations on Swim England Qualifications' performance against its objectives and goals
- Ensure that Swim England Qualifications complies with Ofqual's General Conditions of Recognition and Qualifications Wales's Conditions of Recognition
- Help ensure continuous compliance with all regulatory, statutory, legislative and sector specific requirements relevant to Swim England Qualifications, and Swim England
- Inspire, support and constructively challenge Swim England Qualifications' opportunities to develop revenue streams for reinvestment into its primary business
- Contribute to the regular review and evaluation of present and future opportunities, threats and risks in the external environment and current and future strengths, weaknesses and risks related to Swim England Qualifications
- Act at all times as an effective, positive, proactive and credible ambassador for Swim England Qualifications
- Listen to, understand and take into account the interests and views of customers, consumers and relevant stakeholders in decision-making
- Contribute to annual self-evaluation of both personal and Board's performance

Person Specification

- Demonstrable experience of working at both an operational and strategic level within an education/awarding organisation setting
- Knowledge of qualifications, learning and development and awarding organisations including policy and statutory legislation applicable in the vocational qualifications sector
- An open mind, willing to listen and consider the views and needs of others, whilst constructively challenging the status quo
- A clear thinker with balanced judgement and excellent analytical and problem-solving skills as well as the ability to quickly and thoroughly identify and grasp issues, seek out and fully evaluate the alternatives in arriving at a consensus on the best possible course of action
- A commitment to promoting equality, diversity and inclusion at all levels
- Excellent interpersonal, influencing and communication skills, with the proven ability to present views in a clear, constructive and concise manner to a wide range of audiences and stakeholders at all levels
- Ability to build and maintain positive and constructive relationships with at all levels with a wide range of internal and external stakeholders
- Ability to give and receive honest and constructive feedback
- Ability to encourage equal participation of, and contribution from all members of the Swim England Qualifications Board

Swim England is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We are committed to inclusion and embrace the spirit of all equalities legislation. Where possible we will always make reasonable adjustments for accessibility to anyone who requires it.