

Role Description: Volunteering Lead

Introduction

The Volunteering Lead acts as an informed voice in relation to the volunteering landscape of the discipline, providing input and advice on the volunteering priorities of the disciplines and supporting the delivery of volunteering recruitment, training and retention initiatives.

Overall

- Support the delivery of volunteering programmes.
- Provide insight into volunteering challenges in the sport.
- Provide support for the recruitment of clubs and event volunteers.
- Act as a spokesperson on volunteering matters as agreed.

Specific responsibilities

- Provide informed input to the decisions of the Group to ensure that Swim England is developing and supporting the needs of volunteers and the discipline.
- Provide advice and feedback on specific volunteering initiatives for the discipline.
- Provide support and advice to the Development Team in relation to community needs helping to implement programmes, policies and strategies agreed by the group whilst respecting the corporate responsibility of Swim England.
- Work to ensure the relationship between the Discipline Leadership Group, the volunteering community, the Sport Operations Committee, Swim England employees is efficient and functional.
- Working with the Development Team am, ensure effective communication between Swim England, the group and the discipline community.

Main tasks

- Develop and maintain up to date knowledge of the community's needs and provide clear evaluation of the impact of policies and initiatives for the Group's consideration.
- Make recommendations to the group in relation to the adoption of policies and procedures which will affect volunteers and clubs.

- Work in partnership with the Volunteering Team and the Sport Development Directorate to ensure resources are available to support the ongoing needs of volunteers.
- Provide regular updates to be shared via the Group Administrator with the Regional Managers and staff involved in the management and delivery of the Sport.
- Support the recruitment and deployment of volunteers at national events.

Commitment

As a Member of the Group you must be available for meetings of the group as outlined in the Discipline Leadership Group Terms of Reference.

Diving Leadership Group Terms of Reference

1. Membership

1.1 The Group Membership will consist of:

- 1.1.1 Chair
- 1.1.2 Technical Official Lead
- 1.1.3 Volunteering Lead
- 1.1.4 Competition Planning Lead
- 1.1.5 Coaching Lead
- 1.1.6 Sport Operations Committee Leadership Group Liaison (SOC LGL) Representative
- 1.1.7 Development Team (DT) Representative – Swim England employee
- 1.1.8 Talent Team Representative - Swim England employee(s)

1.2 The role descriptions for each of the above are centrally defined by Swim England.

1.3 All volunteer Members must hold Swim England membership. All members of the Diving Leadership Group (“Group”) are voting members.

1.4 Other roles can be proposed by the Group Chair, for consideration and approval by the Sport Operations Committee (“SOC”). Such roles will need to be defined and have role descriptions and will be subject to the same terms of service as set out in this document.

1.5 Swim England Sport Development Directorate (“SDD”) team will manage the administration of the Group.

1.6 A representative of the Swim England Events Team and the Swim England Coaching Team will be invited to the meeting where agenda items are relevant to these areas of work.

2. Specific Responsibilities

- 2.1 Provide knowledge and technical input into the Development Plan covering an agreed period set by SOC, which is written by the SDD in conjunction with the Group Chair. This plan will be linked to the Swim England Strategy and will include operational details relevant to the Group and Swim England
- 2.2 The Group retains the overarching responsibility to ensure the plan is delivered and will regularly evaluate the progress of the plan by the most appropriate means.
- 2.3 On a needs basis, set out specific terms of reference for any sub-groups including role, requirements, membership recruitment process and terms of office (reflective of these Terms of Reference). This must be agreed by the SOC. Sub-groups that are not time bound must be annually reviewed.
- 2.4 To actively engage with the Regions to support the development of the sport, the delivery of the Development Plan and inform future activity.
- 2.5 Propose and develop policies which support the delivery of the sport in line with the Development Plan.
- 2.6 Make recommendations to the SOC and respond to consultations from the SOC in relation to rules and regulations connected to any aspects of the sport.
- 2.7 Where Swim England are required to provide a representative for another body, the group shall make an appointment recommendation to the SOC.
- 2.8 To agree the Sport technical roles for every national event including Jury of Appeal appointments or Delegate appointments where appropriate.
- 2.9 Work with the National Events Team to ensure that every Sport technical role has a designated pool of volunteers from which to appoint technical roles.
- 2.10 In conjunction with the National Events Team, agree the annual calendar of events inclusive of dates and venues which shall be published by 31st January each year.
- 2.11 Any implementation of decisions must respect the need to maintain the Swim England values and protect / enhance our reputation.

3. Budget

- 3.1 The Development Plan must give consideration to the cost of implementation. There will be one budget covering all aspects of delivery including Group costs. The budget responsibility sits with the Head of Development who must agree and account for the expenditure.
- 3.2 The budget remains centrally controlled and is dependent on completion of activity. Any activity variation, which has budgetary implications, must be authorised by the Head of Development, the Sports Development Director and Chair of the SOC.

4. Meetings

- 4.1 Group meetings will be held as required with a minimum of four each year. Subject to the following requirements per year:
 - 4.1.1 At least two must be held face to face or via video conferencing.
 - 4.1.2 In September a dedicated implementation plan meeting must take place to fall in line with the Swim England planning calendar (and budgetary planning cycle).
- 4.2 A minimum of two meetings annually with all regional discipline managers or other relevant regional representative.
- 4.3
- 4.4 Meeting dates shall be set by the Group Chair in partnership with the Head of Development and will be communicated prior to the start of each calendar year.
- 4.5 Group administration will be managed by a member of SE staff who will support the group by arranging meetings, recording minutes, distributing papers and any other duties as agreed with the Head of Development. The attending administrator is not a member of the Group

5. Reporting

- 5.1 The Group reports to the SOC via the Sport Operations Committee Leadership Group Liaison (SOC LGL) Representative who will highlight areas of progress and concern following each Leadership Group meeting.
- 5.2 Minutes of Group meetings will be circulated to SOC Members as part of the SOC meeting pack.
- 5.3 The introduction of a new policy, or a significant update to an existing policy or practice must be referred to SOC for agreement or amendment.
- 5.4 Where a Leadership Group establishes a sub-group it is responsible for ongoing monitoring and evaluation of the sub-groups activity who must provide a written report on their activity.

6. Conflicts of Interest

- 6.1 The Group must follow Swim England's Conflict of Interest policy at all times. Declarations of Conflicts of interest will be requested at the beginning of each meeting and recorded in the minutes.
- 6.2 Completion of the Declarations of Interest Form must be completed by each member annually. This process will be administered by the Group Administrator.

7. Resolutions and Voting

- 7.1 Meeting quorum is a minimum of four members (to include one Swim England employee member excluding the Group Administrator).

- 7.2 Decisions shall be recorded in the minutes. Where a consensus cannot be reached, the Chair must request a vote on a show of hands, determined by a simple majority. Each voting member shall have one vote.
- 7.3 Where there is an even number of votes cast and a majority vote does not occur, the Chair shall have an additional casting vote.
- 7.4 At the discretion of the Chair, a decision can be made via email correspondence. The proposal must be circulated to all members of the group with a specified timeline for response. Any such decision must be formally ratified and recorded at the next meeting even when the decision takes immediate effect.

8. Confidentiality

- 8.1 Group members must be mindful that offensive or other inappropriate comments on social media could violate Swim England regulations or codes of conduct. Group members must refrain from comment in the press or on social media on Group work unless in accordance and permission of Swim England Communications team together with the Group Chair.
- 8.2 All members are required to complete the Swim England standard committee confidentiality agreement document and abide by its contents. Members must adhere to the Swim England policy on confidentiality for volunteers. Members must also keep confidential:
- information provided by Swim England that Swim England designates as confidential, and
 - any information or discussions the Group designates as confidential.

9. Papers

- 9.1 No less than 15 working days prior to the meeting, the Group Administrator working with the appointed chair will draft the agenda for the meeting.
- 9.2 The Group Administrator will circulate the meeting pack to attendees by email not less than five working days ahead of each meeting.
- 9.3 Any item on the agenda requiring a Group decision should be outlined in a supporting document with clarity on the decision/ recommendations being presented to the Group.
- 9.4 Following the meeting, and within 7 working days, the Group Administrator will prepare a draft set of minutes for review by the Group's chair.
- 9.5 The Group chair will have 7 working days to review the minutes and amend as necessary.
- 9.6 The final copy of the minutes approved by the Chair will be circulated within twenty one working days of a meeting to:
- 9.6.1 Leadership Group Members

9.6.2 Regional emailing list

9.6.3 SOC Administrator

9.7 A copy the papers will also be:

9.7.1 Uploaded to the website (<https://www.swimming.org/swimengland/swim-englanddiscipline-minutes/>)

9.7.2 Circulated to SOC as part of their papers

10. Review of Terms of Reference

10.1 The Group's terms of reference will be reviewed by SOC and the Group annually. This process should normally be undertaken between October and December each year with any changes taking effect in January of the following year.

11. Terms of Office

Role	Maximum Term
11.1 Chair	2 x four years
11.2 Technical Official Lead	2 x four years
11.3 Volunteering Lead	2 x four years
11.5 Competition Planning Lead	2 x four years
11.7 SOC LGL	Whilst serving on the SOC
11.8 Development team Representative	Whilst in role
11.9 Talent Manager	Whilst in role

11.10 Where existing members have already served the maximum of eight years, a transition will be discussed and agreed with the chair of SOC.

11.11 Members can be removed by the Group with SOC agreement if they are not fulfilling their role satisfactorily.

11.12 The chair of the Group can be removed by SOC if they are not fulfilling their role satisfactorily.

12. Recruitment

12.1 All members of the Group will be appointed through a Swim England led process which is open and transparent.

12.2 The SOC will appoint the Chair. Appointment of all other members will be the responsibility of the Chair alongside the Head of Development.

12.3 An induction pack will be provided to each new member. Signed receipt of this pack will be required, as will additional documentation listed below:

- 12.3.1 Declarations of Interest
- 12.3.2 Confidentiality agreement.
- 12.3.3 Code of Conduct.