

# Job Description



**Job Title:** Swim England Commonwealth Games Lead Team Manager

**Department:** Sport Development

**Reporting to:** Swim England Commonwealth Games Team Leader

**Direct Reports:** None

**Location:** Home based, Loughborough and Glasgow.

Travel to identified domestic (including preparation camp) and international camps may be required.

## Job Purpose:

Following the outstanding success of Team England's Swimming and Para Swimming squads at the Gold Coast 2018 and Birmingham 2022 Commonwealth Games, Swim England is determined to build on this momentum for the 2026 Games in Glasgow, Scotland. With a strong foundation of developing talent, expert coaching, and strategic planning, our goal is to deliver an exceptional performance. The 2026 Commonwealth Games present a unique opportunity to showcase our athletes, inspire future generations, and make history in the pool.

## Values:

We include

We are ambitious

We collaborate

We do what's right

## Key responsibilities

In order for the team to have a successful Games the key responsibilities that lie within the Team Manager role are;

- Support the Team Leader and wider Swim England Commonwealth Games Leadership team
- During Games time, be the operational point of contact with the Commonwealth Games England staff.
- In conjunction with the Leadership Team ensure effective communication with all staff and athletes.
- Work collaboratively with the assistant Team Manager to ensure the one team philosophy allows for a seamless approach in helping secure the objectives of the team for the duration of the campaign.
- Within the team, exhibit and promote the values that are in line with Commonwealth Games England and Swim England.
- Uphold all governance requirements across the team throughout, including but not limited to anti-doping requirements.
- Be responsible for ensuring effective safeguarding and welfare of both the athletes and workforce
- Provide support, guidance and communication to games team staff in a timely and appropriate manner.
- Attend Leadership Meetings online and face to face when required before and during the games
- Facilitate and participate in the appropriate 'debrief' session when required
- Produce a Team Managers' report on the Games to contribute to the holistic post games review

## Skills and experience required

### Person Profile

- Knowledge, experience and understanding of working within an International Championship environment
- Experience of working within a senior national team at an international competition
- Outstanding leadership and planning skills; confident, assertive and collaborative with swimmers and staff
- Able to set priorities, work flexibly, maintain calmness to meet outcomes required in a dynamic environment
- High levels of motivation and dedication to engage and enthuse team members
- Be confident to have critical conversations when needed for the pursuit of the teams objectives
- Ability to work independently and as part of a team
- Exhibit and endorse Swim England values
- Effective administration skills with the ability to write reports
- Have the ability to make rational decisions within a pressure environment
- Experience of safeguarding and welfare within an elite sports environment
- Able to communicate effectively and in a timely manner with athletes, workforce and parents
- Experience of supporting para-swimmers within a competition and camp environment