

# Job Description

**Job Title:** Regional Development Officer

**Department:** Swim England West Midland Region

**Reporting to:** Regional Operations Manager

**Direct Reports:** N/A

**Location:** West Midland Region (home based working – travel required)

**Grade:**

## Job Purpose:

To promote and implement the strategic objectives of Swim England West Midlands for the development of aquatics within the region, with a particular focus on ensuring effective, self-sustaining clubs, events and activities across the Region.

## Values:

Quality



Purpose



Togetherness



Fun



Resourceful



## Key responsibilities

- Support the development and implementation of the Swim England West Midland Regional strategic objectives and associated plans.
- Support clubs to achieve and maintain the appropriate accreditation in line with nationally set requirements and policies to ensure sustainability.
- Support the delivery of effective pathways across all sports, region, county, and clubs for the development of talent, growth and retention of members
- Regional events & competition delivery and support within budgets
- Deliver successful community development and growth programmes to ensure our membership is reflective of the West Midlands community
- Coordinate and support the delivery of Regional development activity for aquatic sports, alongside development plans, committee's and budgets.
- Ensure the safe and effective running of Regional activities
- Facilitate the delivery of workforce development opportunities across coaches, volunteers and committee members with a focus on recruitment, training and retaining
- Maintain effective communication methods with our key user groups
- Work with team members with clear communication to deliver any joint projects and activities.
- Work with Swim England national staff and teams to facilitate specific joined up projects.
- Work directly with relevant Regional Board Directors on key projects
- Be aware of the relevant KPIs and report on them as required.
- Attend relevant events where required.
- Carry out any other duties within the scope, spirit and purpose of the job and proactively comply with organisation policies and procedures

Date or version number

## Skills and experience required

### Essential

- Knowledge and experience of Sport Development
- Knowledge and experience of community development and growth programmes
- Good understanding of the structure of sport at club, local and regional level
- Understanding of the sport and leisure sector and current landscape
- Experience of working with volunteers and clubs
- Excellent communication skills
- A high level of computer literacy and accuracy in numeracy and literacy
- Ability to plan, prioritise and manage a varied work programme in order to meet time specific deadlines
- Excellent interpersonal skills
- Sound organisational skills and attention to detail
- Proven ability to act on own initiative and to work well as part of a team
- Adopt a flexible approach to work to meet the needs of the role – including evening and weekend work to meet the needs of the members

### Desirable

- Understanding of aquatics
- Knowledge of governance and compliance
- Event or project management experience
- Experience of working with other partners such as Active Partnerships, Local Authorities, Leisure Operators.
- A level or equivalent qualification