



Role Description

Role: Swim Wales Masters Working Group Representative

Role Purpose: To develop Masters Swimming in Wales and to provide leadership within the sport. You will liaise with aquatic partners such as Sport Wales, masters clubs, local authorities/ trusts and commercial organisations, to help realise Swim Wales' strategic aims. You will be responsible for supporting the generation of new membership and developing the sport within Wales. In order to be successful in this role, a strong and engaging relationship needs to be built with the members of the Masters swimming community in Wales.

Responsibilities:

1. To support the organisation and management of events, training days and development opportunities.
2. Support the Aquatic Development Team in ensuring adherence to Swim Wales member rules by all clubs and individuals.
3. Identifying where relevant and necessary appropriate CPD opportunities for the group including Governance, Safeguarding, Health and Safety and Equality, Diversity and Inclusion.
4. Work in partnership with staff and stakeholders to enhance communication and engagement including the use of social media.
5. Ensure all work relating to the Swim Wales Masters Working Group is aligned to the Swim Wales strategy.
6. Improve equality and diversity within the sport, whilst upholding Swim Wales vision of *Aquatics for Everyone for Life*.
7. Ensure effective communication is upheld between the Swim Wales Masters Working Group, the Welsh Masters swimming community, Swim Wales, the Home Nations and British Swimming.
8. Adhere to and uphold all Swim Wales policies and procedures including the Swim Wales Code of Ethics and Swim Wales Code of Conduct.

Person Specification

| | Essential | Desirable |
|---|-----------|-----------|
| Evidence of continued professional development | | ✓ |
| Swim Wales Membership | ✓ | |
| Experience | | |
| Has experience of taking an inquisitive approach to a task | ✓ | |
| Experience of working in a sports club, local authority or national governing body of sport | | ✓ |
| Has experience of working with volunteers | | ✓ |
| Previous experience of sports development either employed or as a volunteer | ✓ | |
| Skills and knowledge | | |
| Exceptional communication skills, both written and verbal. | ✓ | |
| Negotiation skills. | ✓ | |
| Budget setting and management | ✓ | |
| Welsh speaker | | ✓ |
| Project management skills | ✓ | |
| Self-motivated and able to work along with others | ✓ | |
| Able to build strong relationships with a variety of partners | ✓ | |
| Problem solving skills | ✓ | |