

## **JOB DESCRIPTION AND PERSON SPECIFICATION**

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| <b>JOB TITLE:</b>  | <b>Logistics Manager (Maternity Cover)</b>  |
| <b>REPORTS TO:</b> | <b>Head of Performance Team Development and Planning</b>  |
| <b>SALARY:</b>     | <b>Part Time 28 hours per week – Maternity Cover<br/>£24,000 - £27,200 per annum (£30,000 - £34,000 per annum, pro rata)<br/>Salary dependent on experience</b> |

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### **JOB PURPOSE:**

- To ensure the effective implementation of the programme's logistical arrangements for all activities of the World Class Programmes for Swimming, Para-Swimming and Diving as directed by the World Class and sports specific leadership teams
- To serve as a Team Manager for programme activity including camps and competition
- To provide administrative and managerial support to the World Class Performance programmes as required

### **JOB LOCATION:**

- Aquatics GB office with location – to be agreed. Aquatics GB operates an Agile Working Policy allowing some flexibility to work from the office and from home
  - There will be an expectation that this role undertakes international and domestic travel as necessary to fulfil the job to the satisfaction of Aquatics Gb
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### **KEY RESPONSIBILITIES:**

- Lead on putting in place all agreed logistical arrangements for camps, competitions and other designated programme activity as directed by the Associate Director Performance Strategy and Operations or the Head of Performance Team Development and Planning
- Support the delivery of wider programme activity, including events, meetings, workshops, orientation days etc.
- Prepare and distribute appropriate selection/assembly/information packs for both athletes and staff for all camps and competition activities
- Manage online communication and information sharing platform - ensure team members are appropriately briefed and upskilled to use this
- Maintain the integrated online events calendar in consultation with identified stakeholders

- Work with the Head of Performance Team Development and Planning to ensure all Team Managers are up to date on all Aquatics GB policies and protocols, and input as required into Team Manager Development programmes
- Administer floats and check expenses reconciliations for Team Managers to ensure spend is appropriate and proportionate
- Ordering, purchasing and processing invoices relating to logistical arrangements
- Providing team information as required to local organising committees (e.g. inputting team information, including entries, onto World Aquatics and European Aquatics online platforms)
- Liaise with the Head GB selector and Senior Management Team to confirm team selections
- Supported by the Performance Operations Team, draw up team lists to ensure effective communication of team selections to appropriate stakeholders
- Service the national programme planning process as directed by the Head of Performance Team Development and Planning, including compiling agendas, meeting notes, action plans etc.
- Plan budgets, and maintain accurate budget trackers for all events to monitor spend within agreed limits
- Contract administration for key service providers
- Prepare crisis management plans and risk assessments, via appropriate consultation, for all relevant programme activity
- Contribute to event and programme debriefs as directed
- Complete event recce activity as directed by the Associate Director Performance Strategy and Operations
- Serve as Team Manager for identified camps and competitions
- Provide support as necessary to other areas of the Performance Operations Team

**General:**

- Comply with all Aquatics GB policies and procedures set down by Aquatics GB and in particular those relating to diversity, equity and inclusion

**KEY INTERNAL AND EXTERNAL CONTACTS**

- Aquatics GB colleagues
- Aquatics GB appointed travel partner(s)
- World Class athletes, coaches and support staff
- Teams, squads

- UKSI
- External contractors
- Local Organising Committees and event organisers
- National Training Centres
- Home Nations (Scottish Swimming, Swim England, Swim Wales)
- European Aquatics/World Aquatics/IPC/BOA/BPA/ World Para Swimming and event organising committees

*This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in light of the changing needs of the World Class Programme and/or Aquatics GB.*

**PERSON SPECIFICATION**

| Criteria               | Essential  | Desirable   |
|------------------------|--|---|
| Qualifications         | <ul style="list-style-type: none"> <li>Graduate level aptitude or equivalent</li> </ul>  | <ul style="list-style-type: none"> <li>Educated to degree or higher Education diploma level (or equivalent)</li> </ul>  |
| Experience / Knowledge | <ul style="list-style-type: none"> <li>Demonstrated successful working within the British High Performance sports system</li> <li>Experience of working within aquatics and working knowledge of international aquatics events</li> <li>Experience of sports team management during operations (camps and competitions)</li> <li>Experience of long term planning of national high performance sport programmes and events, specifically camps and competition activity</li> <li>Event planning and organisation experience</li> <li>Track record of managing confidential and sensitive data and working within the GDPR</li> <li>Successful project administration and monitoring experience</li> <li>Budget planning, management and monitoring experience</li> <li>Experience of risk management and safeguarding</li> </ul> | <ul style="list-style-type: none"> <li>Detailed knowledge of swimming events</li> <li>Demonstrated success of working collaboratively in a client-servicing environment</li> <li>UK Anti-doping knowledge</li> <li>Experience of working with UK Sport strategy and funding models and evaluation frameworks</li> </ul> |

| Criteria            | Essential   | Desirable  |
|---------------------|---|--|
| Skills / Behaviours | <ul style="list-style-type: none"> <li>• Ability to work effectively under pressure</li> <li>• Able to work adaptability and able to work effectively on own or as part of a diverse team</li> <li>• Able to build positive and effective working relationships quickly</li> <li>• Meticulous planning and organisations skills</li> <li>• Problem solving acumen</li> <li>• IT skills / competent in the use of Microsoft Excel, PowerPoint, Word</li> <li>• Excellent project administration skills</li> <li>• Financial planning and monitoring skills</li> <li>• Excellent written and verbal communication skills, including note taking and reporting</li> <li>• Ability to prioritise work effectively and deliver results under pressure</li> </ul> | <ul style="list-style-type: none"> <li>• Demonstrates a can do attitude</li> <li>• Proactively takes responsibility and accountability for successfully completing tasks</li> <li>• Actively accommodates and implements change initiatives<br/>Ability to make 'performance first' decisions</li> <li>• Executive coaching and mentoring skills</li> <li>• Commitment to continual improvement</li> <li>• Sound negotiation skills</li> </ul> |

