

**Midlands Regional Squad****Elite Training Squad 2025****Assistant Team Manager**

- You will be enthusiastic with a good knowledge of the West and East Regions and its associated clubs.
- You will be an excellent communicator, with the ability to communicate to a range of individuals including; athletes, parents, coaches and event staff as well as the facilities staff and co-ordinators.
- You will have an understanding of competitions requirements to ensure athletes are prepared and ready to compete.
- You will be able to relay information in a concise manner and make quick decisions based upon the best interests of individuals and teams.
- You will have the ability to remain calm in difficult and changing situations.
- You will have an understanding of IT including use of word processing, databases and spreadsheets.
- You hold an up-to-date Barred List Check and/or [Enhanced DBS check](#) and have completed a Swim England approved child Safeguarding training within a reasonable time of taking up the position.

What we and the Region expect from a team manager?

- To have attended Team Manager 1 training within a reasonable time of taking up the position.
- To regularly communicate with parents, verbally and in writing, to ensure they are aware of the full details of the event including; meeting points for departure and arrival, staffing arrangements, overnight accommodation and food and drink arrangements.
- To assist with and work with the Coaches on the administration and coordination of the squad.
- To provide a central point of contact for the team.
- To be responsible for the safeguarding and wellbeing of athletes and staff during training and competition.
- To work alongside the Lead Team Manager and with the Coaches as a Team
- To arrange all team travel, itineraries, accommodation, and team kit as required.
- To provide information to athletes, coaches, parents/guardians as appropriate.
- To promote positive team spirit and behaviours.

Level of commitment required:

To be in attendance at Selection Day and all training sessions TBC:

To attend the Regional Games Competition – Date LIKELY to be Friday 30<sup>th</sup> May in Bristol

What will you gain from the experience?

This is a fundamental, and highly influential role which requires the individual to take on a certain level of responsibility to the team members. Your success and impact on the Region will be determined by your own motivations and enthusiasms.

As well as your ability to coordinate and manage teams during competitions and camps, it is an opportunity to take on a new challenge and facilitate the performance of your Region and its athletes.

Remuneration: £80.00 per whole day.

Mileage also payable at standard rate.

To apply:

Please send a brief CV to:

Hannah Secher at [dudz23@hotmail.com](mailto:dudz23@hotmail.com)

By 31<sup>st</sup> October 2024