



**Kettering Amateur Swimming Club** relies on volunteers for the smooth and effective running of the Club on behalf of its 240 members. We are governed by committee, led by our Chair who is supported by a volunteer structure. Our volunteers also have access to as much support from Swim England as required (formerly the Amateur Swimming Association). There are a number of ways you can support the club by volunteering some of your time. We are currently looking for volunteers to fill the following:

## **Events Manager**

### Introduction

Kettering Amateur Swimming Club is looking for an Events Manager, who is responsible for the development and management of the Club's competitions calendar and processing entries for those competitions using SportSystems (and other tools).

### Who we are looking for?

- You will be enthusiastic with a good knowledge of the club and people within it.
- You will have a passion for the sport and a good knowledge of the club, county, regional and national competition structure.
- You will be an excellent communicator with good verbal, written and IT skills.
- You will have excellent organisational skills including calendar management.

### What is expected from you?

- To develop and manage the club's competitions calendar, working with the Coaches and Committee to agree on all upcoming fixtures.
- To manage the delivery of all competitions hosted and attended by the club, including communications with relevant competition organisers and clubs involved.
- Liaison with the club treasurer to provide accurate financial information including fees and expenses.
- To process competition entries using SportSystems, or other tools as required by hosting Clubs (e.g. Hy-Tek)

### Level of commitment required

This will vary but will include attendance at club meetings, and ongoing competition responsibilities.

### What support can you expect from KASc?

- Support and Training from existing Committee members

### What support can you expect from Swim England?

- Access to resources and guidance via the 'Club Hub'.
- Direct contact with and support from the Swim England Club Development Officers
- Access and support from the Swim England membership team.



What will you gain from the experience?

This is an exciting and engaging role which success and impact on the club will be determined by your own motivations and enthusiasms. As well as your ability to develop and manage the clubs competition calendar, it is an opportunity to take on a new challenge and support the success and achievements of the club and its members.