



## Job Description for Oxon & North Bucks County Assistant Team Manager

**TITLE:** County Assistant Team Manager  
**REPORTS TO:** County Lead Team Manager  
**RENUMERATION:** £150 flat fee (inclusive of travel and subsistence)  
**DURATION:** Delivery at 3 Camp Days, 29<sup>th</sup> March, 28<sup>th</sup> June and 27<sup>th</sup> September 2020 (Stoke Mandeville Stadium).

### PURPOSE

The overall purpose of the County Assistant team manager is to:

- Provide professional team management related services within the context of the delivery of the County Programme Framework under the guidance of the Lead Team Manager
- Attendance at the team manager conference
- Assist with the delivery and evaluation of the County Programme (3 camp days)
- Communicate effectively with athletes, staff and parents
- Deliver all duties in accordance with the programme objectives and briefings
- Motivate and enthuse swimmers and staff during the programme
- Reflect on your own team management and behaviour after each camp activity

### KEY RESPONSIBILITIES

#### Prior to programme delivery

- Liaise with the County Lead Team Manager to ensure you have an understanding of the aims and objectives of the County Programme
- Ensure you have a clear understanding of your role during each camp day

#### During programme delivery

- Assist with communication between parents, staff, swimmers and the facility providers
- Contribute to team management discussion and facilitated learning within the context of the day to ensure an opportunity for learning and development of all staff takes place
- Contribute to pre and post camp day discussions with the Lead team manager, specifically helping to ensure that all reports are accurate

#### Following programme Delivery

- Contribute to any post camp debrief discussion as lead by the County lead team manager
- Discuss areas for ongoing development with the County Lead Team Manager
- Contribute to the feedback process

## **PERSON SPECIFICATION**

- Must hold as a minimum the Swim England Team Manager Module 1
- Must hold a valid DBS certificate
- Must hold a valid Safeguarding certificate
- Should preferably hold a first aid qualification (not essential)
- Committed to ongoing learning
- The ability to set priorities and work flexibly to meet outcomes required in a dynamic environment
- Excellent planning, interpersonal and communication skills (with swimmers and staff).
- High levels of motivation and dedication
- Have an outgoing personality with good interpersonal skills and be able to enthuse and motivate young people
- A team player with the ability to:
  - Ability to evaluate and provide feedback to staff
  - Tact and diplomacy in all interpersonal relationships
  - Self-disciplined with a commitment to continuous service improvement
  - Ability to think for yourself and use own initiative

If you are interested, please complete the Expression of Interest Form or for further information contact Jo Ulyett on: [jo\\_ulyett@hotmail.com](mailto:jo_ulyett@hotmail.com)