



**Role Title:** Swim England South West Regional Vice-Chairman.

**Responsible to:** Swim England South West Regional Management Board via the Chairman.

**Appointed by:** Swim England South West Regional Management Board.

**Term of office:** Four years, with a maximum of two consecutive terms of office.

**Status:** Voluntary Position – skills based appointment

**Responsibilities:**

- Chair meetings of the South West Regional Management Board in the absence of the Regional Chairman.
- Deputise for the Regional Chairman in all matters when he/she is unable to carry out his/her duties.
- Assist the Regional Chairman and deal with any matter delegated by him/her.
- Be a member of the Swim England Regional Management Board

**Person specification:**

<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Be prepared to become a member of Swim England affiliated club	Experience of chairing committees
Experience of serving on and reporting to committees	Experience of management within a Swim England Region, County or Club
Knowledge and understanding of relevant ASA and South West Region Laws and Regulations	An understanding of budgeting processes
Good organisational and literacy skills.	An understanding of development in a sporting environment
Good interpersonal and communication skills	An understanding of the objectives and role of the South West Region and its relationships with its constituent County Associations and other partners.
A sensitive approach to the issues involved and the ability to work in a confidential environment	
Availability and willingness to attend meetings and deal with issues as and when required	



**Notice:**

Applications are invited from suitably experienced individuals interested in the role of Vice-Chairman of the Regional Management Board for the Swim England South West Region. This is a voluntary role for a four-year period.

To ensure continuity the posts Regional Chairman and Regional Vice Chairman cannot be open for election at the same time, consequently the initial period of office will be for 2 years followed by another period of 4 years.

The successful applicant will be expected to assist the Chairman of the Swim England Regional Management Board in matters delegated to him by the Chairman. He /she will be expected to deputise for the chairman in his/her absence.

Applicants should consider both the job description and person specification when applying for the role.

If you feel that you have the suitable skills and attributes for this role, then we would like to hear from you.

For an informal discussion please contact the Swim England South West Regional Office on 01823 666792

**Applications may be submitted either on line to:** [Chris.Vickery@swimming.org](mailto:Chris.Vickery@swimming.org)  
**or by post to:**

Swim England South West Regional President,  
Swim England South West Office  
Castle Business Centre  
Castle Road  
Chelston Business Park  
Wellington  
TA21 9JQ

**The closing date for applications is Monday February 18th 2019**

**Interview date to be arranged during w/c March 18th 2019.**

**Commencing date: Following the Regions ACM during September 2019.**