

EVENTS MANAGER SUPPORTING INFORMATION

1.0 INTRODUCTION

1.1 Scottish Swimming is the Governing Body for Swimming, Diving, High Diving, Masters Swimming, Open Water Swimming, Synchronised Swimming and Water Polo. Swimming is a sport for everyone and we are committed to developing the sport in an inclusive, equitable and fair way.

Our Vision is: Everyone can Swim!

Our Mission is: To inspire our members and partners in the development of aquatics, providing leadership and expert support, resulting in more people taking part and reaching their full potential.

Our Strategic Objectives are:

- To increase the number of people of all ages and abilities participating in swimming for health, fitness and fun.
- To support and develop stronger, more sustainable clubs that will provide increased and quality opportunities for people to participate at all levels.
- To enhance the aquatic pathway, ensuring high performance results through effective athlete development and quality coaching.

2.0 OUR STRUCTURE

2.1 Scottish Swimming has a governance structure which includes a Council elected from our membership and headed by our President and a Board appointed on a skills base, led by our Chair. In addition there are a number of committees including:

- Swimming
- Diving
- Water Polo
- Masters
- Open Water
- Synchronised Swimming
- Technical Officials
- Editorial Board
- Audit & Risk

The organisation is structured in three departments; Development, Performance and Services. Each department has a Director and the three Directors along with the CEO and Finance Manager make up the management team. The company currently employs 28 full time and 6 part time staff. The current staffing structure is found within the application pack.

Scottish Swimming boasts a modern, forward thinking culture. We engage with our team to develop our “way of working” including clear direction, flexibility, responsibility, teamwork and trust. We identify our governing body needs and then determine if we can meet individual needs of our colleagues to achieve our company goals. Being creative, we can often deliver a superior service for our partners and customers while providing our staff with a flexible and rewarding experience. Overall, the culture reflects a warm and supportive but also challenging environment.

3.0 Our Members and Partners

3.1 Our membership

- We have circa 22,000 members including athletes, teachers, coaches, and volunteers.
- We have 162 clubs which vary in size from 8 to 657 members.
- We have 38 affiliated swim schools, which offer organised learn to swim opportunities and these vary in size from a small number to over 5,000 customers.
- There are member clubs and swim schools across all parts of Scotland.

Our partnerships

- Key partners include **sportscotland**, the Scottish Government, Local Authorities, Leisure Trusts, British Swimming, Commonwealth Games Scotland, and Scottish Disability Sport.
- Critical to our sport are the partnerships with pool operators and owners.
- Through strong partnerships, Scottish Swimming can support operators and members to maximise pool usage and ensure good links between Learn to swim and Club swimming.

4.0 CONDITIONS OF EMPLOYMENT

4.1 The successful candidate will be based at our headquarters at the NSA, University of Stirling, Stirling, FK9 4LA.

4.2 The post is offered on a permanent basis.

4.3 The Scottish Amateur Swimming Association Limited operates a full disciplinary procedure.

5.0 SALARY

The salary for the post is circa £25,000.

6.0 ANNUAL LEAVE AND PUBLIC HOLIDAYS

The annual leave entitlement is 28 days plus 8 public holidays to be taken in agreement with the Head of Marketing.

7.0 SCOTTISH SWIMMING HEADQUARTERS

Scottish Swimming's headquarters is based at the National Swimming Academy (NSA) on the University of Stirling campus, 45 minutes north of both Edinburgh and Glasgow by road. The University is Scotland's University of Sporting Excellence and is also home to the **sportscotland** Scottish Institute of Sport, Commonwealth Games Scotland offices, a number of other governing bodies and national training facilities.

8.0 APPLICATION PROCESS

8.1 Applications should include a covering letter addressing how the applicant's skills and expertise fit with the job role and person specification, along with a full CV.

Applications should be returned to the following address under the cover, **'CONFIDENTIAL – FRANCESCA CARLO**, endorsed "Events Manager" by 12 noon on Thursday 31st August 2017.

Francesca Carlo, Services Manager, Scottish Amateur Swimming Association Ltd, National Swimming Academy, University of Stirling, STIRLING, FK9 4LA

Email: f.carlo@scottishswimming.com

8.2 Unfortunately, applications received after the closing date cannot be considered.

8.3 All applications will be acknowledged.

8.4 Interviews will take place on Friday 8th September.

8.5 For an informal discussion on the post you can call Helen Plank, Head of Marketing on 07702 872964.