

ROLE DESCRIPTION AND PERSON SPECIFICATION

Role Title: Meet Director

Role Purpose: Work closely with the Event Management team to ensure the event and specifically the sport elements are planned and delivered in accordance with the specification of the event promoting body.

KEY RESPONSIBILITIES

- Assist with the Lead Events Officer for the event on aspects of the event where necessary
- Work with the Aquatics GB Events team to ensure all sports volunteer positions are filled (Recording and Technology team, Field of Play team, Officials)
- Ensuring the competition runs in line with the agreed and published event conditions
- Main point of contact for any technical issues including event conditions and schedule
- Liaise, at an early stage, with the Sport Presentation Manager to determine the level of delivery for the event
- Work with the Aquatics GB Events team to agree the layout of the venue, including the Field of Play, Athlete flows, Spectator flows and emergency evacuation procedures, having regard at all times to the standard operating procedure of the particular venue
- Develop the warm-up and training schedule that fits appropriately around competition sessions
- Contribute to all event documentation
- Liaise with the Lead Events Officer on the venue requirements for the event to ensure these are correctly met
- Liaise with the Lead Events Officer on the organisational structure, volunteer recruitment and appointment

- Ensure that all teams are recruited either via Area Managers or the Event Officer
- Monitor the performance and welfare of the sport-based Volunteers the event and take any necessary remedial action in line with the Events team
- Attend event planning meeting & debrief meetings as part of the Event Management team
- Ensure that the appropriate risk assessments have been completed in conjunction with the lead Events Officer
- Alongside the Aquatics GB Events team, deal with any issues which arise during the event
- Comply with all policies and procedures set down by the organisation and in particular those relating to Diversity, Equity, Inclusion and Sustainability

Person Specification

Essential	Desirable
<ul style="list-style-type: none"> • Sound understanding of discipline and competition conditions 	<ul style="list-style-type: none"> • Range of experience at all levels of swimming competition
<ul style="list-style-type: none"> • Excellent organisational and time management skills 	<ul style="list-style-type: none"> • Experience of delivering technical information to large groups of people
<ul style="list-style-type: none"> • Good leadership and interpersonal skills 	<ul style="list-style-type: none"> • Creative thinking
<ul style="list-style-type: none"> • Effective and prompt decisions making in pressured situations 	<ul style="list-style-type: none"> • Experience of Meet Management and Electronic Timing Systems is preferred
<ul style="list-style-type: none"> • Ability to remain calm and composed whilst under pressure 	
<ul style="list-style-type: none"> • Excellent attention to details 	
<ul style="list-style-type: none"> • Efficient delegation skills 	
<ul style="list-style-type: none"> • Experience in positions of responsibility on the Field of Play or of a technical nature at national events 	
<ul style="list-style-type: none"> • Proven ability in training and managing a Volunteer Workforce 	

