

ROLE DESCRIPTION AND PERSON SPECIFICATION

Role Title: Field of Play Manager

Role Purpose: To manage and coordinate the Field of Play team including Flag Bearers, Medal Bearers and, Field of Play team members. To make Field of Play decisions and work with the Management Team to ensure appropriate deck set-up and flows for the meet.

KEY RESPONSIBILITIES

- Work with Events Officer to recruit Field of Play team members
- Attend Team Leader meeting
- Management of the deck enforcing any clear deck policies and sponsor/partner requirements
- Develop deck flows for Athletes and other users
- Ensure the Call Room is set-up correctly and appropriately for the event
- Ensure Call Room protocol is initiated and maintained
- Ensure all Sport Equipment is appropriately set-up and packed away
- Ensure a Sport Equipment inventory is produced at the end of the event
- Identify to the Events Officer if any equipment has been lost or damaged
- Coordinate warm-up sessions
- Communication of medal ceremony timings and procedures to athletes
- Work with Sport Presentation Manager for delivery of medal presentations and athlete entry
- 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"> • Understanding of Aquatics 	
<ul style="list-style-type: none"> • Excellent organisational and time management skills 	
<ul style="list-style-type: none"> • Effective and prompt decision making in pressure situations 	
<ul style="list-style-type: none"> • Ability to remain calm and composed when under pressure 	
<ul style="list-style-type: none"> • Effective communicator 	
<ul style="list-style-type: none"> • Delegation skills 	
<ul style="list-style-type: none"> • Good leadership and interpersonal skills 	
<ul style="list-style-type: none"> • Assertive when necessary 	
<ul style="list-style-type: none"> • Team Player 	
<ul style="list-style-type: none"> • Flexible approach to work 	

