



Chairman - Role Specification

The role:

This role is essential in ensuring good governance as defined by Swim England, the KCASA constitution and other relevant bodies. Applicants must be able to act independently and be free from conflicts of interest. It is expected that the successful applicant will have a membership of a club affiliated to the KCASA.

Experience:

1. Have a clear knowledge of Swim England structures, the One Swim England strategy including safeguarding best practice.
2. Have sport-based experience through involvement in club or county management and preferably in the competitive aquatics environment.
3. Have previous experience of chairing a board or committee of a voluntary or professional organisation and managing budgets in either a professional or voluntary role.
4. Have operated at a senior strategic level and have experience of managing change.

Duties include:

1. Leading the Kent Swimming Executive and providing ongoing leadership, supervision and support for the Executive, Management Committee and its appointees.
2. Together with the General Secretary, ensuring the smooth running of Executive and Management meetings.
3. Promoting good governance and safeguarding standards throughout the county's affiliated organisations in line with Swim England structures.
4. Acting as a figurehead or spokesperson, where required.

Skills:

1. Leadership: Able to inspire confidence and cohesion involving cultivating trust, promoting collaboration, and mentoring to facilitate succession-planning and Kent Swimming's long-term success.
2. Corporate governance: Committed to ethical and effective governance, ensuring that Kent Swimming upholds fiduciary responsibilities, adheres to legal frameworks, and champions its mission and values.
3. Effective communication: Demonstrable people communication skills both verbal and written. Able to express objectives clearly and concisely.
4. Informed decision-making: Guide Kent Swimming's strategic direction by understanding its goals to make informed decisions, and able to deliver to specified requirements.
5. Organisational skills: Able to deal effectively with multiple issues and ensure clarity of audit trails.
6. Conflict resolution and diplomacy: Able to mediate disputes with impartiality, particularly when resolving conflicts of interest, and maintain the focus on the Kent Swimming's best interests.

Other:

1. Maintain contact with the Executive and attend Kent Swimming Management Committee meetings (4) plus the KCASA Annual Council Meeting and any Special Council Meeting each year.
2. Attend local, Regional and National events, and any other meetings as necessary
3. Undertake administrative and other tasks necessary to fulfil the role