



Aquatics GB

CONSULTANCY CONTRACT OPPORTUNITY

ROLE:	Sport Manager
REPORTS TO:	Event Director
PROJECT FEE:	£6,000
HOURS:	Fixed until November 2027

Aquatics GB is proud to be hosting a major international aquatics event in 2027 and are looking to build an experienced team to work alongside our core events department in delivering a best-in-class event proposition.

ROLE PURPOSE:

The purpose of the role is to lead the sport and competition planning and delivery for the event, ensuring the swimming competition is delivered to the highest technical standards and in accordance with World Aquatics regulations, competition requirements and Aquatics GB standards.

The Sport Manager will act as the event's subject matter expert for swimming and will be the principal point of contact for our international federation and relevant technical officials on sport-specific matters.

The role will be responsible for translating international competition requirements into clear plans and operational requirements for the wider event team. The Sport Manager will work closely with the Event Director, Event Operations Lead, our stakeholder partners, technical officials, athletes, teams, venue teams and functional leads to ensure that all aspects of the competition are appropriately planned, tested and delivered.

The role will oversee sport-specific planning including the competition schedule, athlete and team requirements, technical officials, competition facilities, Field of Play, warm-up and training arrangements, equipment, technical meetings, competition briefings and competition-day operations.

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SportPark, 3 Oakwood Drive, Loughborough, LE11 3QF

Aquatics GB is the trading name of British Swimming Ltd.

ROLE LOCATION:

- The normal place of work will be an agreed Aquatics GB office, with regular travel required to the event venue(s), Aquatics GB offices and stakeholder meetings in advance of the competition and throughout event delivery.
 - The role will include evening and weekend work, together with travel and overnight stays within the UK where required.
 - The Sport Manager will be expected to be based at the event venue throughout the competition period.
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KEY RESPONSIBILITIES:

Sport and Competition Planning

- Lead the planning and coordination of all sport-specific and competition requirements for the swimming event
- Act as the principal subject matter expert for swimming within the event team
- Develop and maintain the sport delivery plan, ensuring all international federation requirements, technical standards, milestones and dependencies are clearly identified and managed
- Work closely with the Event Director and Event Operations Lead to ensure sport-specific requirements are fully integrated into the wider event delivery plan
- Ensure competition plans are developed in accordance with international federation regulations and agreed event requirements

Stakeholder and Technical Officials

- Establish and maintain effective relationships with stakeholder representatives, technical delegates and technical officials
- Coordinate the requirements of referees, judges, starters, inspectors of turns, officials and other competition personnel
- Ensure technical officials receive accurate and timely information, schedules, briefings and operational support
- Coordinate technical meetings, officials' meetings, team managers' meetings and other competition briefings

Competition Venue and Field of Play

- Lead the sport-specific planning of the competition venue and Field of Play
- Define and coordinate requirements for the competition pool, timing systems, starting equipment, lane equipment, officiating areas and other technical infrastructure
- Work with the venue and Event Operations Lead to ensure competition facilities are appropriate, compliant and operationally ready
- Coordinate requirements for athlete areas, team spaces, call rooms, marshalling areas, warm-up and swim-down facilities

Athlete and Team Services

- Ensure athletes and teams receive accurate and timely information relating to competition schedules, training, warm-up, technical meetings, accreditation and competition procedures
- Work closely with the Event Operations Lead on team registration, accreditation, transport, accommodation and other operational requirements
- Act as a key point of contact for team managers on sport-specific matters
- Ensure athlete and team feedback or issues are appropriately captured, managed and escalated where required

Competition Equipment and Technology

- Identify and coordinate all sport-specific equipment and technical requirements required for competition delivery
- Work with international federation partner, venue teams, suppliers and relevant technical specialists to ensure equipment meets required standards
- Oversee testing and readiness of competition equipment ahead of the event
- Coordinate sport-specific requirements relating to timing, results, scoring, data and competition technology
- Ensure appropriate contingency arrangements are in place for critical competition equipment and systems

Competition Readiness

- Lead sport-specific readiness reviews and ensure all competition requirements are completed ahead of the event

- Coordinate technical rehearsals, testing and competition simulations where required
- Identify gaps, risks and dependencies that could affect competition delivery and work with relevant functional leads to resolve them
- Ensure technical officials, athletes, teams and relevant workforce are appropriately briefed before competition

Competition Delivery

- Provide sport-specific leadership throughout the competition period
- Work closely with stakeholder representatives and technical officials to ensure the competition is delivered in accordance with applicable regulations
- Coordinate with the Event Operations Lead on operational matters affecting competition delivery
- Provide timely advice to the Event Director on significant technical, competition or athlete-related issues
- Ensure any changes to the competition programme, technical requirements or procedures are appropriately communicated

Post-Event:

- Lead the sport-specific close-out process following the competition
- Ensure competition equipment, technical documentation and sport-specific resources are appropriately returned or archived
- Coordinate feedback from stakeholder partners, technical officials, teams, athletes and other sport-specific stakeholders
- Contribute to the post-event evaluation and lessons-learned process
- Produce a sport-specific post-event report, identifying key outcomes, issues, lessons learned and recommendations for future events
- Undertake any additional duties reasonably requested by the Event Director to support the successful delivery of the event

General:

- Comply with all AGB policies and procedures as set down by AGB and particular policies relating to diversity, equity and inclusion and sustainability
- The successful candidate will be subject to an enhanced DBS check in advance of appointment

This role description is not to be regarded as exhaustive or exclusive. It is intended as an outline indication of the areas of activity and will be amended in light of the changing needs of Aquatics GB.

PERSON SPECIFICATION

Essential	Desirable
Significant experience working in swimming, aquatic sport or the delivery of sporting competitions.	Experience delivering an international aquatics competition.
Strong understanding of swimming competition structures, technical requirements and event operations.	Previous experience working within a Local Organising Committee (LOC) for a major sporting event.
Previous experience working with international federations.	Experience managing competition delivery at national, European, World or Olympic/Paralympic level.
Experience planning and delivering sporting competitions or major sporting events.	Knowledge of safeguarding, health and safety and risk management requirements within sport.
Experience working with national or international sporting federations, governing bodies, technical officials, athletes and teams.	
Strong organisational and project management skills, with the ability to plan, prioritise and manage detailed competition requirements.	
Excellent communication and interpersonal skills, with the ability to build effective relationships with athletes, teams, officials and senior stakeholders.	
Excellent attention to detail and the ability to maintain technical accuracy under pressure.	
Strong understanding of the relationship between competition requirements and wider event operations.	

• Proficient in Microsoft Office, including Word, Excel, Outlook and Teams.	
• A flexible approach to working hours, including evenings, weekends and travel as required.	

