

The ASA

Role Description

ROLE TITLE:	Regional Academy Administrator
REPORTING TO:	ASA Talent Officer
SALARY:	Voluntary role - Expenses only
CONTRACT TYPE:	Fixed Term Contract – min. 1 year cycle

ROLE PURPOSE

- To provide necessary administrative support to the Regional Squad in line with the ASA technical standards and protocols.

KEY RESPONSIBILITIES

- To be the main point of contact for all pool bookings, invoicing and necessary paperwork associated with the delivery of the monthly regional squad training sessions.
- To maintain accurate and up to date attendance and attainment records.
- To provide statistical information to the ASA on personal data of attending players according to data protection protocols.
- To inform Regional Squad Head Coach of any absences or personal circumstances that may affect player participation.
- To assist in the preparation and timely submission of reports and plans as required.
- To provide administrative support in selection functions.
- To provide necessary support to ensure that the welfare and pastoral care of athletes remains paramount at all times.
- Adhere to the ASA Code of Conduct and Child Safeguarding Policy.
- Any other duties of a similar nature as directed by the Regional Water Polo Management Group or ASA Talent Officer.

This role description is not exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of the changing needs of the regional squad programme.

PERSONAL SPECIFICATION

	Essential	Desirable
Qualifications		
ASA Level 1/Level 2 Team Manager		D
Experience		
Experience of providing administrative support		D
Experience of managing parental expectations		D
Experience of providing pastoral care to young people		D
Knowledge		
Knowledge of the water polo performance pathway and understanding of player profiling		D
Understanding of World and UK anti-doping regulations and role of 100% ME		D

Skills		
Ability to self-organise, manage time, prioritise work and meet deadlines	E	
Good inter-personal and verbal/ written communication skills including understanding of conflict resolution.	E	
Computer literate in Microsoft Office (Word, Excel, Access, PowerPoint) and Outlook		D
Personal Qualities		
Integrity and honesty. Organised, committed, enthusiastic and motivated	E	

As a voluntary role all expenses incurred with the Regional Squads Programme, as authorised by either the Talent Officer or the Regional Water Polo Management Group, will be paid as per the volunteer expenses policy. The volunteer policy can be found on www.swimming.org

The ASA has an equity policy and is committed to equal opportunities. The equity policy can be found on www.swimming.org

The ASA is committed to best practice in the care of children and as such this post will be subject to a Disclosure & Barring Services check. The ASA Child Safeguarding Policy can be found on www.swimming.org