



Job Title: Aquatics Development Manager

Unit/School: Cardiff Met Sport

Grade: 5A/B

HERA: CMETS150

Core purpose of role

The Aquatics Development Manager is responsible for providing effective leadership, strategic planning & direction of Aquatic provision throughout the city including School Swimming and the Free Swimming Initiative provision. They will work with a wide range of stakeholders and partners across a variety of sectors to agree approaches, build relationships to maximise aquatic engagement of communities and sustain aquatic provisions across the city.

You will be responsible for managing the free swim investment, ensuring a coherent model of delivery is in place working with a range of key internal & external partners including GLL, NGB's, Sport Wales, Cardiff Council and Community Clubs.

Key responsibilities and contributions

- Provide effective leadership, strategic planning and direction of a range of aquatics activities across the City of Cardiff.
- Act as the lead partner for aquatics collaboration across Cardiff, overseeing partnership governance and steering multi agency work on all aquatic initiatives and programmes funded by the Free Swim Initiative.
- To identify gaps in provision for under-represented groups such as diverse communities, disabled people, women & girls and areas of deprivation to initiate programmes in conjunction with centre managers to increase participation.
- Management of the Free Swim Investment for the city.
- To collect and review school learn to swim data from all school swim providers and submit to the Welsh Government data unit annually.
- Develop, monitor, and evaluate elements of the aquatics programme, aligned and integrated to the Move More Physical Activity and Sport Strategy.
- As a Leader within Cardiff Met you will provide direction, enable action and encourage decision making in others.
- Carry out any other duties as appropriate in line with the grade of the role that may be requested by the Head of Physical Activity and Health.
- Act as a brand champion for the university by living our values and behaviours and ensuring our work and approach is consistent with our values and best practice.

Person specification

Essential qualifications / Professional memberships

- 5 GCSE (A*-C) or equivalent.

Essential experience, knowledge and skills

1. Experience of developing and improving stakeholder relationships both internally and externally.
2. Excellent people management skills, with demonstrable experience of developing workforce within sport and community development.
3. Experience of delivering inclusive provision and opportunities.
4. Experience of applying for and monitoring grant funding applications and sponsorship opportunities.
5. Knowledge of the background and major issues in provision of sport and physical activity.
6. Develop and execute a marketing and communications plan.
7. Be able to manage health and safety policy & process, including regular review & evaluation.
8. Be able to write NOP, EAP and risk assessments in line with health and safety requirements.
9. Ability to monitor and review core business operations processes related to Cardiff Met Sport using management information.

Desirable

1. Ordinary/Honors Degree or equivalent.
2. Knowledge of systems working and the ability to identify levers to create sustainable change to create sustainable change across partnerships, communities and aquatic provision.
3. Knowledge of aquatics pathways and Learn to Swim programmes.
4. Swimming Teacher or Coach Qualification.

Welsh skill requirements

Welsh is essential to our students and staff and is a key part of our provision and services. For every position at Cardiff Met, proficiency in Welsh language is either essential or desirable. You can find information about the levels by viewing our booklet: [Welsh language skills levels](#). If a skill is listed as essential in the table below, please ensure you demonstrate this in your online application form.

Language level and general descriptor	Listening	Reading	Speaking	Writing
A1 – Beginner Can understand and use familiar everyday expressions and very basic phrases in Welsh.	Desirable	Desirable	Desirable	Desirable
A2 - Basic user Can deal with simple, straightforward information and communicate in basic Welsh.				
B1 - Intermediate user Can communicate, to a limited level, in Welsh about things that are familiar and/or work related.				
B2 - Upper intermediate user Can express myself in Welsh on a range of topics and understand most of a conversation with a native speaker.				
C1 - Fluent user Can communicate fluently in Welsh.				
C2 - Master user Can communicate fluently on complex and specialist matters in Welsh.				

Disclosure & Barring Service requirements

This post requires a basic DBS check.

Supporting information

The University is a dynamic organisation and changes may be required from time to time. This job description and person specification is not intended to be exhaustive.

The University is committed to the highest ethical and professional standards of conduct. Therefore, all employees are expected to have due regard for the impact of their personal behaviour and conduct on the University, students, colleagues, business stakeholders and our community. Each employee must demonstrate adherence to our Code of Professional Conduct. In addition, all employees should have particular regard for their responsibilities under Cardiff Metropolitan University's policies and procedures.