



SWIM WALES
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Pathway & Sport Development Manager Job Description

Department: Aquatics & Inclusion

Reports to: Head of Aquatics & Inclusion

Salary: Up to £30k

Location: Hybrid - Office-based at Wales National Pool Swansea with remote homeworking and National Travel as required

Type: Full-time permanent role, 37 Hours per week

Note: Occasional work outside of core hours to support events and other organisational commitments

About Us

Swim Wales is the National Governing Body for aquatics in Wales, leading the development of swimming, diving, water polo, artistic swimming, and open water swimming. Guided by our vision of "Aquatics for Everyone, for Life," we are committed to creating inclusive, safe, and sustainable environments where individuals, clubs, and communities can thrive. We are passionate about promoting excellence, participation, and integrity across the aquatic sector, working closely with members, stakeholders, and government partners to provide strong leadership and uphold the highest standards of governance and organisational performance.

Role Purpose

The Pathway & Sport Development Manager will play a key role in supporting the growth and development of aquatic sport across Wales. Working across Swimming, Artistic Swimming, Diving, Water Polo, Open Water Swimming, Masters Swimming, Disability Swimming and Water Safety, the postholder will help develop and strengthen clear, inclusive and sustainable pathways that enable individuals to enter, enjoy, progress and remain involved in aquatics throughout their lifetime.

Working closely with clubs, volunteers, partners and colleagues, the postholder will support the implementation of the Aquatic Pathway Review recommendations, helping to strengthen governance, increase participation opportunities and improve progression routes across aquatic sports. They will work collaboratively with internal teams and external stakeholders to support the delivery of Swim Wales' strategic priorities and contribute to the ongoing development of aquatic sport across Wales.

The postholder will also support the Head of Aquatics & Inclusion to champion inclusion throughout the aquatic pathway, helping to remove barriers to participation and ensuring that opportunities are accessible and welcoming to all. This includes working alongside the Performance Team and key partners to support the development of para swimming pathways and athlete classification opportunities.

This is a varied and hands-on role that combines pathway development, stakeholder engagement and project delivery. The successful candidate will be highly organised, able to manage competing priorities and confident working with clubs, volunteers, partners and colleagues to deliver agreed objectives and support the growth of aquatic sport across Wales.



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Who You'll Work With

The postholder will work collaboratively with colleagues and partners across the aquatic pathway, including:

- Chief Executive Officer
- Senior Management Team
- Aquatics Team
- Performance Team
- Volunteer committees and leadership groups
- Aquatic clubs, schools and private providers
- Local authorities, leisure trusts and facility operators
- Welsh regions
- Home Nations and AquaticsGB partners
- Disability and inclusion partners
- National and local stakeholders involved in sport, health, physical activity and water safety

Areas of Focus

Pathway Development

- Support the implementation of the Aquatic Pathway Review recommendations across Swimming, Artistic Swimming, Diving, Water Polo, Open Water Swimming, Masters Swimming, Disability Swimming and Water Safety.
- Develop and maintain clear, inclusive pathways that provide opportunities for individuals to participate, progress and remain involved in aquatic sport.
- Work with clubs, volunteers and partners to strengthen pathways from participation through to talent and performance environments.
- Support initiatives that increase participation, retention and progression across aquatic sport.

Aquatic Sport Development

- Support the governance, growth and sustainability of aquatic sports through effective partnership working and engagement with volunteers.
- Work collaboratively with clubs, schools, leisure operators and partners to enhance participant experiences and strengthen local opportunities.
- Support the development and delivery of programmes and projects that contribute to Swim Wales' strategic objectives.
- Coordinate agreed projects and work programmes, ensuring actions and milestones are delivered effectively.

Inclusion and Para Development

- Support the delivery of inclusive pathways across aquatic sport, helping to increase access, progression and retention for people with disabilities and impairments.
- Work with the Head of Aquatics & Inclusion and key partners to embed equality, diversity and inclusion throughout pathway development activity.
- Collaborate with Aquatics GB to lead on domestic para classification in Wales, helping individuals, clubs and stakeholders navigate athlete classification processes and progression opportunities.



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- Help individuals, clubs and stakeholders navigate athlete classification processes and progression opportunities.

Partnership and Stakeholder Engagement

- Build and maintain positive relationships with clubs, volunteers, committees, partners and stakeholders.
- Support and facilitate volunteer leadership groups and aquatic sport committees to achieve agreed objectives.
- Work collaboratively with colleagues across Swim Wales to ensure a joined-up approach to pathway development and sport growth.
- Represent Swim Wales at meetings, events, workshops and conferences as required.

Insight and Continuous Improvement

- Collect, maintain and utilise appropriate data and insight to evaluate activity and inform future development.
- Monitor progress against agreed actions and outcomes, producing reports and updates as required.
- Identify opportunities to improve programmes, processes and participant experiences.
- Support funding applications, reporting requirements and evaluation activity where required.

Core Duties

Coordinate the implementation and monitoring of Aquatic Pathway Review recommendations across:

- Swimming
- Artistic Swimming
- Diving
- Water Polo
- Open Water Swimming
- Masters Swimming
- Disability Swimming
- Water Safety
- Develop, maintain and communicate clear pathway information, guidance and resources to support clubs, volunteers, participants and partners.
- Work collaboratively with aquatic sport committees, volunteer groups and key stakeholders to support the development and growth of aquatic sport in Wales.
- Drive the development of open water swimming across Wales through the expansion of Beyond Swim accredited venues, advocacy for clean, safe and accessible swimming environments, and collaboration with the events team to increase opportunities for participation and competition in open water events.
- Support clubs and partners to create positive, inclusive and high-quality environments that encourage participation and progression.



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- Work closely with the Swim Wales Performance Team, clubs, coaches, athletes and classification partners to support para swimming pathways and athlete classification processes.
- Collaborate with the Head of Aquatics & Inclusion, Aquatic Partnership & Participation Manager, Digital & Membership Manager, Events & Volunteers Manager and Learn to Swim Manager to deliver coordinated pathway development activity across Swim Wales.
- Support the collection, analysis and reporting of data and insight to evidence impact, support funding requirements and inform decision-making.
- Produce reports, updates and recommendations for internal and external stakeholders as required.
- Maintain effective communication networks that support collaboration, engagement and information sharing across the aquatic sector.
- Represent Swim Wales professionally and positively at local, regional and national meetings, events and forums.

General Responsibilities

- Promote Swim Wales and its activities, both within and outside the work environment.
- Uphold and deliver Swim Wales' customer care standards in all interactions.
- Maintain awareness of, and comply with, all Swim Wales policies as outlined in the Staff Handbook.
- Keep personal development records up to date and ensure that interim reviews and annual appraisals are completed and logged in line with company policy and timelines.

The responsibilities above are not exhaustive, and you may be asked to undertake appropriate work outside of this job description from time to time.

This job description is subject to annual review to reflect the evolving needs of Swim Wales and the strategic direction set out in the Swim Wales and Sport Wales corporate plans.

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Person Specification

The successful candidate will demonstrate the following knowledge, skills and experience:

Essential

- Understanding of sport development principles and current participation priorities in Wales, with experience of contributing to relevant programmes, projects or initiatives.
- Experience of building and maintaining effective partnerships across public, private and voluntary sector organisations.
- Experience of coordinating and delivering multiple projects or work programmes simultaneously, effectively managing priorities, deadlines and stakeholder expectations.
- Strong understanding of equality, diversity and inclusion principles, with experience of supporting inclusive policies, practices or initiatives that improve participation and engagement.
- Excellent written, verbal and interpersonal communication skills, with the ability to engage and influence a wide range of stakeholders.
- Experience of developing, implementing or improving operational processes, guidance or action plans that support consistent and effective delivery.
- Confident using digital systems and tools to collect, manage and analyse information, monitor performance, and produce reports.
- Strong organisational and project management skills, with the ability to manage competing priorities and maintain attention to detail.
- Ability to work independently, use initiative and sound judgement, and recognise when issues need to be escalated.
- Experience of engaging, supporting and working collaboratively with volunteers, partners and stakeholder groups.
- Ability to build trusted relationships across an organisation and represent Swim Wales professionally with internal and external stakeholders.
- Resilient and adaptable, with the ability to respond positively to challenges, changing priorities and competing demands.
- Ability to contribute to discussions and negotiations with a range of stakeholders, supporting the achievement of organisational priorities.

Desirable

- Experience of working within a National Governing Body, sport sector organisation, local authority or community development setting.
- Knowledge of the aquatic sport landscape in Wales.
- Knowledge of aquatic sport pathways, including talent development structures, para sport pathways and athlete classification processes.
- Experience of supporting the development and implementation of organisational strategies, development plans or action plans.
- Experience of contributing to equality, diversity and inclusion strategies within sport, physical activity or community settings.
- Experience of facilitating or supporting volunteer groups, committees, forums or working groups.
- Experience of preparing reports, presentations or papers for senior leaders, boards or external stakeholders.
- A creative and innovative approach to problem solving, programme development and continuous improvement.

Additional Requirements

- Ability to work under pressure and adapt to changing priorities.
- Willingness to travel throughout Wales and work occasional evenings and weekends as required.
- Commitment to the values of Swim Wales, including equality, diversity, inclusion and safeguarding.

Inclusion is at the heart of our organisation. We actively seek to attract, recruit, and retain people from a wide range of backgrounds, experiences, and perspectives. We recognise that diversity strengthens our decision-making, innovation and impact, and we are committed to removing barriers within our recruitment process.

We encourage applications from individuals from underrepresented communities and are committed to providing a fair, transparent and accessible recruitment experience.

Swim Wales is committed to inclusion and diversity and welcomes applications from all individuals with the relevant qualifications and/or experience.

If you have specific requirements regarding the recruitment or interview process, please mention this in your covering letter.

To Apply

Please send a completed diversity monitoring form, application form and covering letter, to: recruitment@swimwales.org

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