

SE Cambridgeshire Committee Vacancies 2026

Shaping the Future of Swimming in Cambridgeshire

You don't need to be an expert, just someone who wants to make a difference.

Swim England Cambridgeshire is run by volunteers who are enthusiastic about giving the best opportunities and support to athletes, coaches and clubs in County Aquatics: Swimming, Para and Disability swimming, Masters and Open Water swimming together with Diving and Waterpolo.

Whether you're an experienced volunteer or looking for a new way to support the aquatics disciplines, we'd love to hear from you.

Members work together as a supportive team, with guidance available from existing team members, clubs and helpful counterparts across the East Region and Swim England.

We are seeking: County Welfare Officer, County Secretary and Open Water Representative.

Why Volunteer?

By joining the County you'll:

- Make a real difference to aquatics across Cambridgeshire
- Help shape the future, particularly for the athletes
- Be part of a friendly and supportive team
- Develop new skills and experience
- Be joining at an exciting time: plans for investment, a budget to work with and eagerness for growing opportunities.

Interested? If you'd like an informal chat about any of these roles before the AGM, it would be great to hear from you.

Contact BOTH: Chair@swimcambs.org and secretary@swimcambs.org

No previous County Committee experience required, just enthusiasm and a willingness to get involved!

Welfare Officer

What you'll do

The County Welfare Officer plays an important role in helping create a safe, positive environment for everyone involved in swimming across Cambridgeshire.

Working within **Swim England Wavepower** guidance, you'll:

- Act as the County's first point of contact for welfare matters.
- Support and encourage Club Welfare Officers, offering advice, guidance and a listening ear.
- Liaise with Swim England East Region and National Welfare teams when appropriate.
- Promote good safeguarding practice across County activities and events.
- Help ensure welfare provision is in place at Swimming County Championships
- Complete routine County welfare administration where required.

Much of the more complex safeguarding work is now managed by dedicated Regional and National Welfare teams, meaning the County role is largely one of support, communication and signposting rather than case management.

Time commitment

Most months, the role averages **just a few hours**, including:

- Keeping up to date with Swim England and East Region welfare communications.
- Attending County committee meetings and occasional welfare forums or training.
- Responding to emails and supporting Club Welfare Officers.
- Completing occasional County administration.

The role also includes a **reactive element**, which naturally varies. Some months there may be very little to deal with, while at other times you may be asked to:

- Provide advice or act as a sounding board for a Club Welfare Officer.
- Support a club where the Club Welfare Officer needs to step back from a situation.
- Respond to concerns raised by club members or volunteers.
- Attend occasional meetings where additional County support is helpful.

Supporting County Championships / County Development Championships is considered best practice. This entails helping event organisers and officials respond to any welfare matters that arise, although this is shared across the event team and is not a full-time commitment during competitions.

Ideal for someone who...

- Is approachable, calm and a good listener.
- Enjoys supporting volunteers and helping clubs.
- Wants to make a positive difference to the community.
- Can maintain confidentiality and communicate sensitively.
- Is willing to undertake the relevant Swim England welfare training (full support is provided).

You won't be expected to deal with complex safeguarding issues alone.

Regional and National Welfare Officers provide advice and support whenever required, and you'll be joining a network of experienced volunteers who are there to help.

County Secretary

The role is about much more than administration. It is an opportunity to become part of a welcoming community and build great relationships across the county. No previous committee experience is necessary. If you're organised, reliable and enjoy supporting a team, you'll have everything you need to succeed. Support will be available as you settle into the role.

What you'll do

The Secretary is at the heart of the County, helping keep the things organised, informed and running smoothly.

Working closely with the Chair and other team members, you'll:

- Organise committee meetings, circulate agendas and prepare meeting papers.
- Take and distribute meeting minutes (AI takes the burden of these tasks).
- Manage committee correspondence and enquiries.
- Help governance requirements are met - training will be provided.
- Support the smooth running of the County (using existing precedents and shared online workspace)
- Work together with committee members, clubs and occasionally with supportive East Region counterparts.

While much of the role can be carried out remotely, there are opportunities to attend County events and meetings in person if you wish. This isn't essential, but getting to know people across the County is one of the most rewarding aspects of the role. Building relationships helps create a supportive network and makes working together even more enjoyable and effective.

Time commitment

- Approximately **1–2 hours per week**
- Monthly committee meetings (1 hour online)
- Additional time around County competitions and the AGM
- The workload is generally consistent throughout the year and can be managed flexibly around other commitments.

Ideal for someone who...

- Is organised and enjoys planning ahead.
- Has good attention to detail.
- Is a confident communicator, particularly by email.
- Enjoys working with people and building positive relationships

Open Water Representative

What you'll do

Be the voice for Open Water swimming within Cambridgeshire by:

- Representing Open Water interests on the County Committee
- Working with swimmers, clubs, coaches and Swim England East Region
- Helping promote participation and development
- Sharing opportunities and information with clubs
- Supporting the planning and growth of Open Water swimming

Time commitment

- Approximately 1 hour per week
- Attendance at committee meetings (online monthly)
- Occasional attendance at Open Water events (in person) or regional meetings (online)

Ideal for someone who...

- Take initiative to build this role to better serve the community
- Has an interest in (or a swimmer who takes part in) Open Water swimming
- Enjoys working with others
- Wants to help grow opportunities for swimmers across the county