



Tech. Support Role: Event IT (Swimming)

Introduction

The Event IT support for Swimming role supports the association with the provision and operation of IT setup and of information collection and processing related to the ESSA national swimming championships. This does not include support to Diving or Water Polo events.

Skills/Knowledge

- Sportsystems Meet management, interfacing to pool operator equipment (e.g. Swiss Timing Quantum) Microsoft 365 administration
- Microsoft office and information apps (Excel, Access, Forms, Word)
- PDF editing, HTML5/PHP/MySQL/FTP in liaison with ESSA Webmaster
- PC networking, data sharing
- Strong communication skills with ESSA members with a range of technical abilities
- Current enhanced DBS (can be done through ESSA) and awareness of safeguarding issues

What does the Association expect from you?

- Working as part of the swimming events team for Primary Schools' Team Championships, Secondary Schools' Team Championships, ESSA Summer Open Championships and International Championship participation.
- Prepare meet entry mechanism (web-based, Excel based and SportSys entry file based)
 - Includes preparation of selection reports for international events
- Collate qualification round data and work with event coordinator to ensure quality pre-event communication with championship participants
 - part of the role is assisting the less tech. capable participants
- Event Control Room tech. setup and tear down
- Management of results, records, medallists and trophy winners
 - Includes live results upload, liaison with live event streaming, submission to rankings.
- Reporting to ESSA Events Team on plans, progress, issues and risks

Level of commitment required

- Typically 2-4 weeks per championship (distributed over a period of 2 months leading up to each event and a few days after).

What support can you expect from ESSA?

- You will be part of an events management team that appreciates your technical skills.

What will you gain from the experience?

- While much of the role is 'behind the scenes' there is a personal satisfaction in creating a quality swimmers experience, and with interaction 'on the day' of the events.
- You will be part of the team working closely with a wide range of people distributed geographically across England

Expression of interest

- Should you be interested in supporting this role, please contact the webmaster webmaster@essa-mail.uk or Hon. General secretary secretary@essa-mail.uk.

Orderly handover available up to 31/12/2026
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