

## Role Profile

Job Title:	England Talent Officer
Salary/Banding:	Band 3
Role Holder:	
Department:	Performance Sport
Location:	Dual based
Reporting to:	England Performance Pathway Manager

### Role Summary:

The overall purpose of this role is to support the English Gymnastics Association (EGA) to deliver an agreed programme which is directly aligned to the British Gymnastics (BG) Talent and Performance pathway specific to each gymnastic discipline. This role will be responsible for ensuring the EGA continues to grow and aligns with the BG programme.

### Main Areas of Responsibility:

1. Support the EGA and British Gymnastics to effectively plan and deliver the English Performance Pathway coach and gymnast programme of activities and learning events.

*Typical Activities:*

- Liaising with the EGA, English Technical volunteers Head of Performance Pathway (HoPP) and England Performance Pathway Manager (EPPM) to coordinate a programme/calendar of coach development events and English Performance Pathway gymnast events for designated discipline/s
- Working closely with the HoPP and EPPM, Performance Director, Performance Manager and National Coaches to plan and organise the national coaching conferences and regional coach development activity
- Ensuring all the appropriate resources/contractors are in place to support the delivery of the programme and provide administration support to the deliverers, as required
- Liaise with the EGA technical committee across the identified disciplines to support the English squad activity and general gymnastics activity programme planning, including researching availability and costing activities and services
- Co-ordinate the administration for all English squad and coach development activity
- Ensuring the calendar is distributed to all relevant personnel and where applicable posted on the EGA website.
- Maintaining the website with current and relevant resources and information to promote the English Performance Pathway events through social media where appropriate
- Maintenance of accurate and confidential records for all designated coaches, contractors and delegations
- Providing a first point of contact and welfare support for all English National coaches, volunteer technical roles, event attendees, parents and English squad gymnasts
- Feeding information back to the EGA and British Gymnastics Performance Team to inform the national picture
- Proactively promoting the programme and opportunities for EGA and national talent development and progression
- Regularly reporting to EGA, English Technical Volunteers, EPPM and Performance Team with key information, programme status and outcomes against agreed programme KPIs and objectives
- Contributing to the development of the EGA and Performance Pathway Programme policies and procedures to ensure clarity and consistency across every discipline programme
- Support the relationship with the kit supplier to ensure all Performance Pathway members have access to kit.
- Plan and deliver teams to planned international competitions and, where necessary attend in the position of team manager.

## **2. Manage the daily financial and administration requirements of the programme**

### *Typical Activities:*

- Processing all expenditure relevant to the programme(s); monitoring/reporting against budget on a monthly basis; attending budget and forecast meetings, providing management information to PSMT
- Working effectively with colleagues across the business and specifically with Performance colleagues, events, finance, communications and digital production for the development/delivery of effective services
- Maintaining accurate/auditable paper trails and files for all events/activities/expenditure; ensuring confidentiality and secure storage of records/data
- Proactively managing own development and CPD
- Contributing to the development of a dynamic Performance Sport team through recommendations to process/systems improvement, ad hoc project management, the research/introduction of best practice, and support to/cover for colleagues etc.

## **3. Supporting the wider British Gymnastics Performance Department and Performance Pathway**

### *Typical Activities:*

- Form close working relationships with Performance Services Officers and national coaches to ensure seamless transition between England and British Performance Pathway for gymnasts and coaches
- Attend and contribute to British Gymnastics Performance Team through attendance at Performance meetings, regular travel to Lillleshall and input into team processes.
- Support the planning and delivery of joint England and BG events such as selection competitions, profiling events and joint squad activity.
- Contribute the Performance Team working groups through attending meetings, and carrying out required work to support the development of new processes.
- Support the delivery of British Gymnastics Performance activity such as attendance at squads or supporting teams with international travel when required and when workload allows.

#### **4. Keeping our sport, our members and our colleagues safe**

All employees of British Gymnastics have responsibility to keep our sport, our members and our staff safe.

This includes upholding our safeguarding, data protection, health & safety, equality & diversity and risk management policies, promoting our rules and standards of conduct for members and reporting any suspected risks, breaches, misconduct or poor practice to their line manager, the Integrity Unit (concerns about members and clubs) or the HR team (concerns about British Gymnastics staff).

We operate as a matrix organisation: from time to time, you may be called upon to work on key organisation developments as part of projects, programmes or cross working groups. Depending on the extent of this work these may be managed formally through the setting of objectives by your line manager.

#### **Role Requirements:**

##### **1. Knowledge, Skills and Expertise**

This role requires the holder to demonstrate:

- A thorough understanding of the EGA and BG National Talent Development strategy, the talent pathway to World Class Programmes, priorities, wider programmes, plans, key projects, targets etc.
- An understanding of the wider agenda for regional and national talent development key partners and their objectives
- An understanding of gymnastics disciplines, club structures, regional programmes and pathways.

In addition, the role holder will be required to demonstrate a broad range of skills including:

- Project planning/management/monitoring delivery of Regional/National Talent Development Programmes and other key coaching events e.g. competitions, courses etc.
- Communication skills for listening/engaging, relationship building, leading/attending meetings and the production /delivery of presentations and reports
- Interpersonal skills for influencing, negotiating and mediating
- Basic financial processes and budgetary management skills and IT skills for reporting and administration

It is anticipated that the role holder will have an up-to-date knowledge and understanding of gymnastics disciplines, competition rules, regulations, activities and elements.

##### **2. People**

This role requires the holder to provide a first point of contact for the EGA National Development Programme, managing BG contract for service coaches and technical experts, offering programme advice to colleagues within the organisation and supporting delegates enrolled in all activity to ensure positive involvement in the programme.

The holder of this role will be able to think and to communicate on a delivery level with partners with regard to influencing resources.

### **3. Shaping Direction**

The holder of this role will be proactive and use their initiative in order to oversee the day to day running of the EGA Regional Development Programme and operational plan

This role requires the holder to be effective with regards to forward planning activities and to maximise all available resources, both financial and human.

From this programme the role holder will plan and monitor own workload on a weekly /monthly basis under the guidance of the England Performance Pathway Manager.

### **4. Developing Solutions**

This role requires the holder analyse and resolve a number of problems/issues on a regular basis in relation to local delivery and department plans; how best to plan and implement them; who should/needs to be involved; how success will be measured and sustained.

In addition, the role holder will be required to use their initiative and be creative whilst looking for new ways of improving services including:

- Supporting new opportunities and advocating/raising the profile of opportunities
- Working with the EGA, National Talent Development Team and key PSMT colleagues to ensure consistency of programmes and clear alignment to both World Class Programmes and English Regional Squad Programmes
- Acting as a key link to feed into the National Talent Development Programme strategy across a number of disciplines
- Collating data and feedback for the ongoing development of the programme delivery

### **5. Decision Making**

This role requires the holder to make decisions in relation to their own work programme and through insight and feedback make recommendations in relation to:

- Specific projects and associated/delegated budgets
- Improvements to National Talent Development Programmes
- Solutions for challenges and issues

### **6. Communicating**

This role requires the holder to inform and obtain information from colleagues/stakeholders and establish effective and meaningful business relationships with a broad range of partners and organisations. It is expected that the role holder will possess:

- Communication skills for listening/engaging, relationship building, leading/attending meetings and the productions/delivery of presentations and reports
- Diplomacy and negotiation skills for dealing with a range of both internal and external business clients

For the role to succeed, communication and interpersonal skills will be key to delivering formal presentations, contributing at or leading a range of meetings/working groups; collating data/feedback and writing reports; networking and influencing external partners and championing projects and interventions.