

Role Profile

Job Title:	Performance Pathway Officer
Salary/Banding:	3
Role Holder:	
Department:	Performance Sport
Location:	Lilleshall
Reporting to:	Performance Pathway Manager

Role Summary

The overall purpose of this role is to support the delivery of an aligned, world class Performance Pathway that directly supports the World Class Programme specific to each gymnastics discipline and ensuring the long-term success of Great British Teams.

Main Areas of Responsibility

1. Support the Performance Team to effectively plan and deliver a series of National Talent Development gymnast learning events

Typical Activities:

- Liaising with the Performance Pathway Manager (PPM), Performance Sport Department and the Technical Committee to coordinate a programme/calendar of coach development events and regional/zonal gymnast events for designated discipline/s
- 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
- Supporting programme planning, including researching availability and costing activities and services
- Ensuring the calendar is distributed to all relevant personnel and where applicable posted on the BG websites
- Maintenance of accurate and confidential records for all designated coaches, contractors and delegations
- Providing a first point of contact for all Performance Pathway coaches, event attendees and external speakers
- Feeding information back to the PPM and PSMT to inform the national picture
- Proactively promoting the programme and opportunities for talent development and progression

Success Measures:

- Up-to-date event calendar maintained and available to all involved
- Accurate and timely dissemination of information relevant to Performance Pathway activity
- Accurate costing of venues, events, contracted coaches etc. for budgets and plans
- Adherence to BG financial regulations
- Smooth running and organisation of the team delivery of events, including safety and welfare considerations
- Feedback from PPM, PSMT, colleagues, coaches, delegates, visitors, contractors etc.

2. Plan, organise and execute the annual Performance Coaching Symposia

Typical Activities:

- Working closely with the PPM, Performance Director, Performance Managers, TC and National Head Coach to plan and organise an annual coaching conference hosted at Lilleshall National Sports Centre
- Agreeing and approaching external speakers where necessary ensuring that any specific travel and accommodation arrangements are planned
- Liaising with the Communications Team to develop a marketing strategy which will ensure a high volume of coaches receive the specific event information
- Liaising and working closely with the Digital Production Team to arrange the filming and editing of event workshops, practical sessions and lectures
- Liaising and negotiating costs with event stock suppliers directly to arrange delivery of notebooks, pens, lanyards etc. in time for the event
- Managing and providing a first point of contact for delegates during the registration process, throughout the event lead up and on the day
- Arranging a support team of helpers and volunteers to ensure the event is appropriately staffed for the numbers of delegates attending
- Leading the event workforce on the day, meeting, greeting and coordinating speakers and ensuring the smooth running of all workshops
- Ensuring all venue and speaker payments are completely immediately after the event
- Collecting data and feedback from the event and sending out BG Academy links for all videos, documents and resources available to event delegates

Success Measures:

- Accurate and timely dissemination of event information to wide network of coaches
- Venues and speakers booked and confirmed well in advance of event
- Event stock ordered and received well in advance of event
- Accurate costing and timely payment of venues, stock, contracted coaches, speakers etc. for budgets
- Adherence to BG financial regulations
- Smooth running and organisation of the event, the event staff, all speakers and the event delegates, including safety and welfare considerations
- Feedback from PPM, PSMT, colleagues, coaches, delegates, visitors, contractors etc.

3. 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
- 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.
- Proactively managing own development and CPD.

Success Measures:

- Accurate and timely processing of data and financial transactions
- Adherence to BG financial regulations
- Effective maintenance and secure storage of electronic and paper records
- Value and contribution of support to colleagues
- Contribution of ideas and recommendations for the development of the team and services
- Feedback from line manager, PSMT and colleagues

4. Support the PPM to effectively plan, deliver and develop the National Talent Development Programme

Typical Activities:

- Co-ordinating the programme/calendar of events for designated disciplines and contributing to annual event planning within the Performance Sport department
- Supporting the planning and reviewing of the designated discipline performance Pathway Programmes and compiling key data/information in preparation for programme reviews
- Creating, maintaining and contributing to Performance Pathway Programmes resources
- Attending key department meetings with designated discipline Performance Sport Management Team (PSMT)
- Regularly reporting to PPM and PSMT with key information and programme status and outcomes against agreed programme KPIs and objectives
- Maintaining the website with current and relevant information and promoting the Performance Pathway Programme events through social media where appropriate
- Contributing to the development of Performance Pathway Programme policies and procedures to ensure clarity and consistency across every discipline programme

Success Measures:

- Up-to-date calendar maintained and available to all involved
- Evidence of attendance at all relevant meetings and events
- Value of contribution at meetings and events
- Performance Pathway Programme resources maintained and all information on website accurate
- Smooth running and organisation of delivery of events, including safety and welfare considerations
- Value and contribution of support to PPM

5. Safeguarding Responsibilities.

Risk Management/Safeguarding/Data Protection/Equality

- The role holder will be responsible for highlighting any perceived risk to the Line Manager
- The role holder will be responsible for reporting any safeguarding concerns, accidents & near misses to the Line Manager
- The role holder will comply with good practice in relation to data protection, maintaining the highest standards of confidentiality when dealing with sensitive personal or business information
- The role holder will consider equality implications in all aspects of their work

Generic

- The role holder has a responsibility to ensure they comply with BG policy in relation to safeguarding, health & safety, data protection and equality.

Role Requirements

1. Knowledge, Skills and Expertise

This role requires the holder to demonstrate:

- A thorough understanding of the organisation's Performance Pathway strategy to Wold Class Programmes, priorities, wider programmes, plans, key projects, targets etc.
- An understanding of the wider agenda for 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 Performance Pathway 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 Performance Pathway 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 Performance Pathway 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 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 Performance Pathway Team and key PSMT colleagues to ensure consistency of programmes and clear alignment to both World Class Programmes and Regional Squad Programmes
- Implementing the Performance Pathway 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 Performance Pathway 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.