

Role Profile

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

Role Summary:

The overall purpose of this role is to support the Performance Pathway Manager to deliver an exceptional performance Pathway Programme which is directly aligned to the World Class Programme specific to each gymnastic discipline and ensures the British Gymnastics talent pathway continues to grow and produce successful Great British teams.

Main Areas of Responsibility:

1. Support the Performance Sport Management Team (PSMT) to effectively plan and deliver a series of Performance Pathway coach and gymnast learning events and develop the NI programme

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
- Provide a first point of contact for Performance Sport in Northern Ireland for BG
- Attend GNI committee meetings as a BG Performance Sport representative
- 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
- Supporting the planning and reviewing of the designated disciplines (MAG, WAG, TRA and ACRO) Performance Pathway Development
- Attend MAG, WAG, TRA and Acro Northern Ireland Technical Committee meetings regularly as the BG Performance Sport representative
- Programmes and compiling key data/information in preparation for programme reviews
- 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, squad attendees, 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 provide administration function for training camps and coaching clinics in accordance with the programmes/calendar of events.

Typical Activities:

- Booking/organising gymnastic facilities, equipment, medical cover etc. as required
- Arrange transport and accommodation for coaches and gymnasts eligible for any mainland squad or coach CPD activity across any discipline BG programmes
- Ensuring all necessary information and paperwork is completed/up-to-date for participating gymnasts and coaches
- Promoting the Performance Pathway through various social media platforms
- Collating data from camps and clinics, updating records, producing event reports etc.
- Processing all discipline expenditure relevant to the programme, monitoring and reporting against budget
- Maintaining confidential database records for nominated gymnasts and coaches e.g. personal details, medical history, competition progression etc.
- Maintaining accurate/ auditable records for all activities, producing reports as required
- Undertaking/supporting ad hoc projects e.g. data collection, event/competition support
- Attending team meetings to discuss the development/progression of the Performance Pathway Programme, making recommendations for the development of procedures and processes

Success Measures:

- Accurate and timely dissemination of event information to wide network of coaches
- Venues booked and confirmed well in advance of event
- Accurate costing and timely payment of venues, contracted coaches, etc. for budgets
- Adherence to BG financial regulations
- Smooth running and organisation of the camp including safety and welfare considerations
- Utilising the feedback gained from PPM, PSMT, colleagues, coaches, TC to progress the programme

3. Manage the daily financial and administration requirements of the NI programme

Typical Activities:

- Manage Northern Irish Performance Pathway budget
- 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
- Provide a first point of contact for Sport NI funding partners and meet regularly to review the programme
- Contribute to the Sport NI Performance Pathway funding submission every four years and produce annual investment reports
- 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

Role Requirements:

1. Knowledge, Skills and Expertise

This role requires the holder to demonstrate:

- A thorough understanding of the organisation's Performance Pathway strategy, the Performance Pathway to World 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 formally manage staff, including carryout performance evaluation and dealing with disciplinary issues. The role holder will also be responsible for leading/supporting staff development.

The holder of this role will be able to think and to communicate on a delivery level with partners with regards 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