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## JOB DESCRIPTION: BRITISH FENCING NATIONAL ACADEMY MANAGER

Title:	National Academy Manager
Remuneration:	To be negotiated
Hours of work:	2-3 days per week
Department:	Development
Location:	Home based
Responsible to:	National Development Manager
Contractual status:	1 year fixed term contract
Start date:	February 2011
Issue date:	10 December 2010

### **MAIN PURPOSE:**

The aim of this role is to set and deliver strategic objectives for the three strands of the National Academy:

- Workforce Development
- Club Development
- Talent Development

### **RESPONSIBILITIES:**

This will include, without limitation, the following:

- To set a strategy to deliver the strategic aims for the National Academy and its constituent strands.
- To liaise with the National Development Manager to ensure that all strategic priorities are met and targets are reached across the strands of the National Academy.
- To ensure a clear and simple monitor and evaluation framework is in place.
- To manage staff members to ensure delivery of all of the strands of the National Academy and to evaluate performance.

### **PERSON SPECIFICATION:**

#### **Key skills, experience and qualifications required:**

- Significant experience in each of the three strategic areas of club development, workforce development and talent development within a National Governing Body context.
- Experience of a high performance sport environment.
- A strategic thinker, with experience of developing vision, strategic planning, programme management and implementation to a national programme.
- An ability to manage execution, monitor and evaluate progress and redirect where necessary.

- Knowledge of Long Term Athlete Development.
- Financial knowledge, including the ability to manage of budgets and ensure that others meet budget requirements.

**Behavioural competencies and qualities required:**

- Behaves at all times in a professional manner and displays the following principles: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
  - Ability to innovate and be satisfied only with world leading standards.
  - Ability to work positively manage relationships.
  - Ability to work effectively as a team member but equally comfortable working on own initiative.
  - Strong interpersonal and communication skills
  - Commitment to the sport and the organisation.
  - Willingness to devote the necessary time and effort and work evenings and weekends as required
  - Capability to travel and represent British Fencing throughout the UK and abroad
  - Willingness to be an ambassador for the organisation and the sport.
  - Capacity to handle confidential and highly sensitive issues.
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British Fencing is committed to providing equal opportunities for all and is committed to following best practice in the welfare of young people and vulnerable adults. For further information please consult: [www.britishfencing.com](http://www.britishfencing.com).

We want to ensure that everyone has the opportunity to receive clear, understandable information from British Fencing. If you require this in an alternative format please contact BF Head Office.

To apply for this position, or for further information, please send a job-specific CV and covering letter explaining why you may be suitable for this specific role to [headoffice@britishfencing.com](mailto:headoffice@britishfencing.com) or post to BRITISH FENCING, 1 BARON'S GATE, 33-35 ROTHSCHILD ROAD, LONDON. W4 5HT.