



## JOB DESCRIPTION: CHEF DE MISSION SENIOR EUROPEAN CHAMPIONSHIPS 2011

Title:	GBR Chef de Mission Senior European Championships 2011
Remuneration:	Voluntary + agreed expenses
Hours of work:	Project as required to achieve objectives
Department:	International
Location:	Various + Sheffield for Championships
Responsible to:	CEO
Contractual status:	Voluntary + agreed expenses
Start date:	May 2011
Issue date:	April 2011

### **MAIN PURPOSE:**

The Chef de Mission (CdM) is responsible to the CEO and has overall responsibility and accountability for the preparation and organisation of the GBR team for the European Championships.

### **OBJECTIVES:**

To manage, prepare and organise the GBR team for and during the European Championships to ensure:

1. Agreed Performance objectives are met
2. The health, safety and welfare of the athletes and officials
3. Efficient logistics
4. Effective communication with the team and partners
5. The EFC relationship is managed
6. A disciplined, effective Team at all times

### **RESPONSIBILITIES ARE LIKELY TO INCLUDE:**

- Communicating with the team, as appointed by the International Committee
- Ensuring all team members are signed up to the appropriate Codes of Conduct and agreements.
- Maintaining and enforcing British Fencing Codes of Conduct.
- Ensuring the well being, safety and welfare of athletes and officials.
- Effectively managing the Team Managers, Coaches and support staff.
- Identifying point of entry (PoE) and point of dismissal (PoD) for each member of the team.
- Ensuring anti-doping requirements are met by working with the team doctor.
- Holding daily Team briefings and debriefings.

- Ensuring weapon coaches are submitting or taking necessary steps to submit kit to weapons control at the appropriate time.
- Ensuring all necessary entry administration has been completed and entry fees have been paid.
- Acting as a single point of liaison with competition organisers, disseminating event information to the Team and leading any appeals.
- Arranges and communicates logistics to ensure team members are where they should be
- Ensures that appropriate coaching support is available for team members on the piste
- Organising de-brief and completing an end of trip report within 2 weeks of the event.
- Is a positive ambassador for British Fencing, leading by example.

#### **COMPETENCIES:**

- Behaves at all times in a professional and consistent manner that is fair, open and transparent.
- Has an understanding of technical issues relating to International fencing.
- Able to deliver on time, efficiently and within agreed budgets.
- Builds effective relationships, ensuring that all are committed to the common purpose.
- Listens actively to individuals and organisations to ensure that mutual outcomes are met.
- Solves problems creatively by identifying the problem, evaluating the alternatives and finding innovative solutions.
- Makes controlled responses in stressful situations, such as when faced with negative responses or excessive workload.
- Sets high standards for self and others and is dissatisfied with average performance.

#### **PRE REQUISITES:**

- Experience of Team Management at international level (fencing specific).
- Ideally a qualified BF Team Manager
- Additional training or updated training as required by British Fencing.
- Must be available to attend the Championships in Sheffield, including possible pre-championships training days.

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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 please send a CV specific to this role along with a brief covering letter explaining why you are the ideal candidate for this role to:

Piers Martin, CEO, c/o [headoffice@britishfencing.com](mailto:headoffice@britishfencing.com).