



**BRITISH FENCING**

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## **ROLE DESCRIPTION: COMPETITIONS & CALENDAR COMMITTEE CHAIR**

### **SUMMARY:**

Title:	Competitions and Calendar Committee Chair
Remuneration:	Voluntary + agreed expenses
Hours of work:	Project as required
Location:	Home based
Responsible to:	CEO
Contractual status:	Voluntary – for 2 years with annual review
Start date:	November 2010
Issue date:	October 2010

### **MAIN PURPOSE:**

The aim of this role is to chair the Competitions and Calendar Committee, providing leadership and direction for the committee in its role to deliver a strategy for Competitions internationally and domestically.

### **RESPONSIBILITIES:**

- Chair the Competitions and Calendar Committee.
- Represent the Competitions and Calendar Committee where necessary and attend Board meetings as and when requested.
- To work with the CEO to ensure that the Competitions and Calendar Committee is run effectively and with good governance.
- To develop the British Fencing Competitions Calendar to provide for development and performance objectives and align varying levels of competition across the UK.
- To set a strategy for the recruitment, development and deployment of a Competition workforce in the UK.
- To set standards for competitions within the UK and manage the SwordMark licensing process to ensure that the Competitions and Calendar database is maintained and updated.
- To develop, train and support competition organisers and build a range of seminars and online resources to assist with competition management.
- To liaise with the International Federation Influence Group to ensure that appropriate GB Competitions and Calendar are appointed to competitions.
- To submit information to British Fencing Head Office when requested.

- To work with the International Committee to ensure that the competition calendar is aligned with the International Programme.
- To work with the National Development Manager and the World Class Team to ensure that the competition calendar is aligned with the World Class Programme.
- To work with the Performance Director and the World Class Team to ensure that the competition calendar is aligned with the National Academy.
- Be responsible for the control of budgets and any funds allocated to the Competitions and Calendar Committee by British Fencing.

**PERSON SPECIFICATION:**

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

- Sound working knowledge of the varying elements of fencing competitions.
- Experience of chairing committees or meetings.
- Experience of planning and managing basic budgets

**Behavioural competencies and qualities required:**

- Behaves at all times in a professional manner and displays the Nolan Principles: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- Strategic perspective, vision and ability to work positively within a team.
- Drive and commitment and the ability to demonstrate this to others;
- Strong interpersonal, communication and negotiation skills and the ability to manage relationships.
- Commitment to the sport and organisation;
- Strong intellect and analytical ability; innovative thinker and ability to focus on the issues to be dealt with;
- Resilience and ability to make things happen.
- Willingness to devote the necessary time and effort.
- Willingness to be an ambassador for the organisation and the sport.
- Willingness to be available to staff for advice and enquiries on an ad hoc basis.

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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 brief CV and covering letter explaining why you are suitable for this specific role and e-mail to [headoffice@britishfencing.com](mailto:headoffice@britishfencing.com) or post to BRITISH FENCING, 1 BARON'S GATE, 33-35 ROTHSCHILD ROAD, LONDON. W4 5HT.