



**BRITISH FENCING**

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## **JOB DESCRIPTION: SCHOOL CLUBS OFFICER**

### **SUMMARY:**

Title:	SCHOOL CLUBS OFFICER
Remuneration:	£25,000
Hours of work:	All hours worked
Location:	Head Office
Responsible to:	National Development Manager
Contractual status:	FULL TIME (1 year fixed term contract)
Start date:	Early 2011
Issue date:	14/08/10

### **MAIN PURPOSE:**

The officer will work in the Change 4 Life School Club programme and ensure a clear pathway for young people in the sport of Fencing.

To grow the club environment, build infrastructure and ensure critical links with education, including creation of a competition framework in a school environment. The Officer will provide support in school, club and community development.

### **RESPONSIBILITIES:**

Lead on the Change 4 Life club programme including the club, schools and community programme for British Fencing including:

Planning – work with the Youth Sport Trust, PDM network, CSPs and SSPs to plan the delivery programme of fencing Change 4 Life clubs.

Delivery – ensure that all clubs are established and supported to the highest level in schools through establishing a suitable workforce and programme.

Sustainability – support the SSPs and YST in the monitoring, evaluation and development of clubs in schools.

Legacy – develop relationships between community clubs with the CSPs and the school clubs to support a progression through the pathway for participants.

Network – lead and support the delivery of nine ‘development hubs’ based in education to support in partnership with the Coach Education Manager:

Competition - the delivery of a structured inclusive fencing competition across schools at a local, regional and national level.

Workforce – to support and facilitate a programme in education to support the introduction of ‘Leaders’. ‘Young Officials’ and ‘Coaches’ in the sport of fencing.

### **PERSON SPECIFICATION:**

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

- Experience of school and community sport.
- Experience of Clubmark or other similar Club Development Programmes.
- An ability to plan, initiate and manage change, develop vision, match actions to strategy, monitor and evaluate progress, redirect future strategy and actions.
- An ability to work independently and flexibly, shifting focus between local and national initiatives or priorities.
- An ability to develop effective working relationships both internally and externally and with a diverse range of partners including volunteers.
- Good interpersonal, presentation and IT skills. Fluent in Office packages.
- Seek continuous improvement and professional development.
- Willingness to work evenings and weekends as required and travel throughout England.

#### **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 work positively within a team and manage relationships.
- Commitment to the sport and organisation;
- Willingness to devote the necessary time and effort.
- Willingness to be an ambassador for the organisation and the sport.
- Willingness to be available 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 CV plus a cover letter explaining why you are suitable for this specific role, please 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.