



# JOB DESCRIPTION - Rankings Manager

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| <b>Responsible To:</b>   | CEO                                      |
| <b>Member Of:</b>        | Membership Services                      |
| <b>Type of Contract:</b> | Voluntary                                |
| <b>Hours of Work:</b>    | In line with relevant competition cycles |
| <b>Salary:</b>           | Voluntary + agreed expenses              |

There are two Ranking Manager Positions:

1. Senior National Rankings Manager
2. Junior & Cadet National Rankings Manager

## 1. Main Purpose:

- To be accountable for the production of the BF Senior/Junior & Cadet National Ranking Lists
- To improve Ranking related communication
- To support the move to a centralised system for automated ranking calculation\*.

\*The intention is to automate all National Ranking calculations over the next 12 months, to ultimately have a flexible tool which will allow new ranking lists to be developed (eg regional, county and Home Country), automatically created on a centralised system and subsequently published.

The role of Ranking Coordinator will still remain – to ensure the necessary checks, controls and approval mechanisms are undertaken.

## 2. Key responsibilities:

- To support the Ranking Coordinators to ensure that the National Rankings are published in an appropriate and timely manner.
- To ensure that the Ranking Scheme Rules are published on the BF website and up-to-date.
- To manage any (consultation) process leading to changes to the National Ranking Scheme in an appropriate and timely manner.
- To ensure that the needs of performance/selection, the needs of grass roots development of the sport and the strategic priorities of British Fencing are balanced when defining the rules of the BF Ranking Schemes.
- To support the Ranking Coordinators by answering implementation queries
- To support the BF executive team (eg the BF Events Manager, the CEO) as and when ranking related issues or queries arise.
- To support the transition of ranking calculation to an integrated, centralised and customisable system.
- To communicate to the membership on the National Ranking Lists.

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## Senior Only:

- To ensure that the Senior National Ranking scheme is adapted appropriately in response to FIE decisions.
- To ensure broad consistency across all BF rankings.

## Junior Only:

- Annually, work with the Talent Pathway (Junior), the ICMG (International Cadet Management Group) and the Development Team to ensure that
  - a) There is an appropriate level of consistency in the ranking schemes across weapons (eg numbers of competitions included, timings, multipliers).
  - b) The performance needs (team selection), development needs (grass roots fencing) and operational and strategic needs of British Fencing are taken into account.
  - c) There is an appropriate input from the Rankings Coordinators to highlight potential operational issues that arise from ranking change proposals in a timely manner.
- To lead the project to consider the introduction of an U23 Rankings Scheme.

## 3. Skills and Personal qualities

### 3.2 Skills

- Excellent customer communication skills
- Excellent numerical analytical and problem solving skills
- The ability to encourage stakeholders to reach consensus and balance competing priorities
- Good computer skills (typically Excel)
- A good standard of spoken and written English
- The ability to deal with difficult calls in a professional and calm manner
- Good motivational skills

### 3.3 Personal Disposition

- Good interpersonal skills
- Behaves at all times in a professional manner and upholds the values of British Fencing
- Ability to focus on the issues to be dealt with
- Resilience and ability to make things happen
- Self-motivated
- Team player

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