

JOB DESCRIPTION: HEAD OF PEOPLE & CULTURE

Job Title:	Head of People and Culture
Responsible To:	Head of Pathways
Type of Contract:	20 Hours per week
Hours of Work:	09.00 – 17.00 (2.5 days per week although flexible working arrangement to be agreed with line manager)
Salary:	£40K – 45K pro rata
Location:	Head Office, Chiswick, London
Member of:	Pathway Leadership Team

1. INTRODUCTION

We are considering applications from highly experienced people developers who understand the complexities of coaching in sport and who can create and deliver a people development programme focussed on developing high performance coaches, to best support high performance athletes.

This work is a significant element of BF's UK Sport funded Progression plan, improving the pathway system to supports the acceleration of coaches and athletes to Olympic medal success in 2032.

1.1 JOB PURPOSE

Reporting to the Head of Pathways, the Head of People and Culture role will support the system development of the British Fencing Athlete Development Programme, with a specific focus on the people within the system to achieve future Olympic success.

2. POST HOLDER

The Postholder is responsible for delivering the following:

2.1 HIGH PERFORMANCE COACH DEVELOPMENT STRATEGY

- Direct, lead and manage the delivery of the High-Performance Coach Development Strategy in support of agreed Weapon Programme plans
- Play a leadership role in the programme and performance planning process, bringing in new ideas and innovative insight to enhance existing practice and help to evolve the high-performance system and structure, including the What It Takes To Win (WITTW) models
- Facilitate knowledge sharing and cascading of expertise throughout the Athlete Development Pathway to raise coaching standards across the UK

2.2 HIGH PERFORMANCE COACH DEVELOPMENT

- Create and deliver a high performing coach development system (programme, curriculum, modules) which will accelerate the development of high-performance coaches to in turn, accelerate the development of high-performance athletes capable of Olympic success
- Identify and nurture future coaches and establish opportunities for growth and succession
- Manage the ongoing development and training of identified future BF high performance coaches
- Develop and implement a succession planning programme, including athlete to coach transitions
- In conjunction with the Olympic Team Manager and Head of Pathway coordinate the selection, appointment and ongoing assessment of BF Athlete Development Programme (ADP) Coaches
- Ensure all ADP coaches are aware of and live the BF Values – Honesty, Excellence and Respect and the additional ADP values of Accountability and Teamwork

2.3 HIGH PERFORMANCE PEOPLE DEVELOPMENT

- Provide coaching and guidance to those undertaking wider athlete supporting roles (e.g. team captains, athlete reps, team managers, BF staff) in the pathway system, using the BF vision and values to help them effectively apply people development practices, particularly around consultation, relations, development discussions and performance feedback

2.4 CULTURE DEVELOPMENT

- Provide strategic advice to BF's Senior Leadership Team regarding organisational culture, values and workforce planning
- Working with BF's Pathway Leadership Team, provide leadership in change management, organisational effectiveness, and driving a culture of ownership, personal accountability and continual improvement across the pathway system
- Driving the 'Better people make better athletes' philosophy in all we do

2.5 GENERAL DUTIES

- Monitor, evaluate and measure the success of the programmes
- Collate and provide necessary data for quarterly review documents for department leads
- Manage the High-Performance Coach Development budget and finances in accordance with BF policies and procedures
- Liaise with the Finance Department to support budget management processes and activities
- Support wider team members with projects and programmes where relevant

3. SKILLS AND ATTRIBUTES

- Act professionally, demonstrating integrity and taking accountability
- Committed to making tough decisions and being a visible role model for behaviour and living our values
- Approachable, friendly and inclusive of all, making time for people and ensuring our people feel valued
- Nurture the culture of the wider team, proactively working with others to achieve a common goal
- Manage conflict resolution and negotiations requiring high level communication skills
- Analyse relevant research, insight and guidelines to identify opportunities that are mutually beneficial with external stakeholders
- Building and managing relationships with senior level stakeholders

4. PERSON SPECIFICATION

Skills:	Essential	Desirable
Ability to build and maintain effective working relationships at all levels	E	
Ability to communicate effectively with tact and diplomacy, both in writing and verbally	E	
Highly tuned influencing skills	E	
Ability to challenge established behaviours	E	
Ability to offer a different perspective to balance points of view	E	
Good coaching and mentoring skills	E	
Ability to quickly assimilate and analyse information and data	E	
Knowledge:		
Have a good knowledge of working within the high-performance sports sector		D
Have a good knowledge of high-performance environments	E	
Have a good knowledge of adult education, learning and development	E	
Proven Experience:		
Developing and delivering a performance coaching strategy	E	
Managing and developing teams	E	
Acting as trusted adviser to stakeholders with a confident and credible approach	E	
Significant transformational change projects		D
Managing and controlling budgets (including submission)	E	
Managing people and engagement projects		D
Approach:		
Highly approachable with a 'can do' attitude	E	
A logical and pragmatic approach to problem-solving	E	

Is agile, with an ability to manage a varied & significant workload	E	
Core Values Honesty, Respect, Excellence	E	
Qualifications:		
Graduate calibre experience	E	
Member of the ICF or equivalent		D
European Mentoring and Coaching Council (EMCC) Accredited or equivalent	E	

If you feel you have the suitable skills and attributes for this position, then we would like to hear from you.

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. 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 British Fencing.

For further information on BF please consult: www.britishfencing.com

If you would like to know more about this job and have an informal conversation about it then please contact Steve Kemp (Head of Pathways) on 07702 687289

This is a profession which is exempt from the Rehabilitation of Offenders Act 1974 and therefore an Enhanced Criminal Records Bureau check will be required.