

JOB DESCRIPTION: PROJECT OFFICER - WORKFORCE DEVELOPMENT

Job Title:	Project Officer – Workforce Development
Responsible To:	Head of Participation (Working closely with Head of Pathways)
Type of Contract:	Full time, (NB all posts from 1 st April subject to funding decisions)
Hours of Work:	40 hrs per week, flexible and remote working considered
Salary:	Salary band £23,500-£27,500
Location:	Head Office, Chiswick, London

1. INTRODUCTION

British Fencing (BF) is the National Governing Body for the Olympic sport of fencing.

Vision – “A strong, successful and sustainable Fencing Community”

Mission – “To inspire and enable people to start, stay and succeed in fencing”

British Fencing Objectives:

- A pathway to International success
- A stronger, empowered community of 30,000 fencers, volunteers, coaches and supporters
- Accessible inclusive swordplay opportunities delivered via partnership programmes
- A sustainable future supported by high quality governance and infrastructure that is financially resilient
- Maximise the wider benefits of fencing and the positive impact it can have on people’s lives

1.1 JOB PURPOSE

The Workforce Development Officer (WDO) will be responsible for managing and developing the continuous professional development offer to the fencing community workforce (coaches, officials, volunteers), from minimum operating standards, online learning, to communities of practice.

Working with the Head of Pathways, the WDO will ensure the workforce development offer aligns with the existing connected pathways through the sport, working with Home Nations and Regions as appropriate to bring these pathways to life.

The WDO will be responsible for building on the established BF Coaching Framework with an emphasis on creating Coaching Support Networks to support coaches working within the F1-T1 of the BF Athlete Pathway.

The WDO will work across the organisation to ensure work with national and regional partners continues, strengthening the alignment to the BF Coaching Development Framework and other workforce strategies.

Importantly the WDO will be responsible for ensuring that an appropriately skilled and diverse workforce (through agile development and delivery of modular training) is created to support strategic projects such as Muslim Girls Fence.

2. JOB SUMMARY

The WDO is responsible for delivering the following:

- Ensure that sufficient appropriately skilled and qualified workforce exists to **meet the needs of community BF Projects and Programmes** (exc. ADP/Performance)
- Deliver online and face to face opportunities for workforce to access Continuing Professional Development (CPD) through an **annual delivery plan of workforce courses**
- Manage the development of **Coaching Support Networks** to support coaches at community level (F1-T1) in response to the ongoing development of the BF Coaching Framework
- Manage the **development and production of content and resources** for workforce development with an emphasis on the Coaching Support Network (CSN) coaches in the context of the BF Coaching Development Framework and BF Athlete Pathway
- Establish and deliver a **communication plan** that ensures coaches have access to the education, development, and employment opportunities (within BF and beyond)
- Oversee the **Workforce Registers**, supporting active and qualified coaches, referees, welfare officers and team managers to register on-line using the Sport80 membership system, whilst also supporting the identification and recruitment of workforce into clubs and community fencing
- Where applicable **work in partnership** with local and national agencies (UK Coaching, Sport England) to identify and share examples of good coaching practice and future development opportunities

3. KEY DUTIES

3.1 WORKFORCE SUPPORT

- Work with BF colleagues to ensure workforce support needs are integrated and understood across all relevant work areas in BF, including:
 - Participation – Muslim Girls Fence and Autistic Spectrum Disorder projects
 - Club & Regional Development
 - Events – Major Championships & Ranking Events
 - University Performance Centres and ADP Camps
 - Licenced Partners Programmes
- Work with BF Colleagues on the maintenance and development of Workforce registers.
- Work with BF Media and Communication Manager to establish and increase workforce communications to ensure promotion, rewards, and recognition of the coaching workforce

3.2 ADDITIONAL COACHING SUPPORT

- Manage the recruitment, training, development, and deployment of the BF Coach Developer workforce
- Establish CSNs that provide coaches with access to education, development and employment opportunities and support coaches to work together to learn and develop
- Act as a main point of contact for specific sector coaching bodies in relation to community coaching (UK Coaching, CIMSPA)

3.3 CONTINUING PROFESSIONAL DEVELOPMENT PROGRAMME

- Lead and manage the development & implementation of new workforce development opportunities, training and CPD as required, including the use of the online learning portal and Workforce Conferences
- Working with BF Staff to align CPD and professional standards to workforce education courses
- Working with BF Staff to review and develop identified content and resources to enhance the CPD programme
- Produce regular content for the BF Sword Magazine, website, and social media
- Work with Regions to increase the opportunities for need led local workforce development opportunities, underpinned by research and insight

3.4 PROFESSIONAL STANDARDS AND DATA MANAGEMENT

- Ensuring that Equality, Safeguarding & Anti-Doping best practices are embedded into workforce development.
- Manage the on-going alignment to identified professional standards.
- In support of the BF Equality, Diversity and Inclusion objectives, develop greater understanding of the surrounding issues particularly in relation to coaching and underrepresented groups
- Manage the professional standards workforce registers and accreditations.
- Provide appropriate records, statistics and reports which assist with the monitoring and reviewing of coaching targets and objectives.

3.5 GENERAL DUTIES

- Manage and deliver against agreed workplans
- Monitor, evaluate and measure success of the workplan deliverables
- Collate and provide necessary data for quarterly review documents for department leads
- Manage the budget and finances in accordance with BF policies and procedures
- Liaise with the Finance Department to support budget management processes and activities
- Communicate to the fencing community by keeping relevant areas of the BF website up to date and posting regular updates
- Support wider team members with projects and programmes where relevant

4. PERSON SPECIFICATION

4.1 QUALIFICATIONS

- Educated to degree level in a related field or 3 years of industry related experience

4.2 EXPERIENCE

- Experience in the development, planning and delivery of coach education & development programmes
- Ability to co-ordinate and manage multiple projects simultaneously to success, developing innovative ideas and putting them into practice
- Track record of developing positive & productive working partnerships
- Proven experience in content generation based on coaching insights

- Proven experience in identifying, delivering, and evaluating projects using local and national insights

4.3 KNOWLEDGE

- Knowledge related to coaching and coach development
- Knowledge of national sports initiatives and strategies related to coaching and coach development
- Knowledge and understanding of the needs of community coaches and new participants, in the context of highly effective community sport programmes
- A strong understanding of equality, inclusivity and welfare in sport

4.4 SKILLS AND ABILITIES

- An ability to motivate and support individuals and groups, together with practical experience of managing individuals and multiple stakeholders
- Excellent interpersonal skills, able to communicate effectively with a wide range of people and develop good working relationships in a complex stakeholder group
- Ability to manage projects and time effectively, prioritising workload to meet deadlines
- Excellent problem solving and decision-making skills
- Excellent communication skills, both verbal and written
- A creative thinker with the tenacity and confidence to see things through from implementation to completion
- An ability to work under pressure particularly during periods of organisational change, and to balance conflicting demands and meet tight deadlines
- Proven use of IT systems and competent in the use of Microsoft Office and cloud-based sharing systems
- A strong understanding of safeguarding and welfare
- Able to work independently as well as being part of a team
- Understanding and commitment to diversity and equal opportunities
- A commitment to excellent management basics, responding to emails, keeping diaries up to date, escalating issues and risks, working collaboratively with the team and keeping line managers/programme managers up to date with activities and progress

4.5 PERSONAL DISPOSITION

- A passion for sport and coaching
- Strong desire to excel at whatever task is at hand, seeking to achieve high levels of professionalism and quality standards

- Personal integrity and the ability to invoke trust and respect from others
- Personal commitment to continuous professional development
- Highly motivated with a passion for improvement and for sport

Version History (can be placed at end)

Version Number	Date Updated	Updated by	Comments
v0.	25/09/2021	Steve Kemp	First Draft