

JOB DESCRIPTION: PARA FENCING LEAD

Job Title:	Para Fencing Lead
Responsible To:	ADP Manager
Liaises with:	Athlete Development Programme (ADP) Team
Type of Contract:	Contract, up to March 2025. Extensions based on available funding.
Hours of Work:	32 – 40 hours per week This may include working outside normal office hours at evenings and weekends and on public holidays.
Salary:	Up to £27,500
Location:	Head Office, Chiswick, London (with opportunities to work flexibly from home) Occasional International travel may be required

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

As a member of the Athlete Development Programme, the Para Fencing Lead will support the development of the para fencing performance pathway planning, processes and systems that underpin the development and management of pathway athletes within the BF Athlete Development Programme. The role will support the Pathway Director in building a

programme of domestic and international training and competition for the para fencing ADP athletes, to enhance athlete development and increase the opportunities for fencers to join and accelerate through the pathway.

2. KEY RESPONSIBILITIES

2.1 PARA-FENCING PATHWAY

- To support the development of the para fencing performance pathway planning, processes and systems
- Manage the development of the para fencing performance pathway by identifying and working with key stakeholders
- Ensure a sustainable pathway for higher ability fencers through actively signposting and supporting fencers through the pathway to the highest level (WCP)
- Ensure the development of the workforce to sustain the para fencing Pathway

2.2 PARA-FENCING TRAINING & COMPETITION

- With key BF staff, plan a programme of domestic training and competition for the para fencing ADP athletes
- Manage the international training and competition programme for the para fencing ADP athletes (T1-T3/4)
- Ensure monitoring and evaluate training and competition continually providing evidence of development and success

2.3 COMMUNICATION

- To increase awareness of para fencing, domestic and international
- With key BF Staff promote para fencing in Schools, Clubs and Regions to offer pathway opportunities
- Maintain regular communication and dialogue, whilst also capturing feedback, opinion and a review of satisfaction
- Maintain the Para-Fencing section of the BF website

3. GENERAL

- 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
- Support wider team members with projects and programmes where relevant
- Other tasks deemed necessary as requested from the Pathway Director to support the wider BF team.

4. ORGANISATIONAL RESPONSIBILITIES

The Para Fencing Lead shares with all colleagues the responsibility to:

- Promote the values of British Fencing – Honesty, Respect and Excellence

- Make suggestions to improve the working situation and contribute to positive employee relations within their area of work and BF as a whole
- Comply with all appropriate Safeguarding policies and promote best practice in this area
- Co-operate with measures introduced to ensure there is equality of opportunity in employment and sports equity
- Ensuring that the working environment is free of sexual and racial harassment and intimidation and any other form of harassment constituting unacceptable behaviour
- Comply with all aspects of BF Policy, including and not limited to Data Protection, Health and Safety Policy and Arrangements, raising any associated issues and risks
- Comply with all aspects of any codes of conduct that might apply by virtue of the BF having a presence in facilities operated by third parties

5. PERSON SPECIFICATION

5.1 EXPERIENCE

- Experience of development within para sports
- Experience in sports development
- Experience of working with people with disabilities
- Experience of monitoring and evaluating the impact of programmes

5.2 KNOWLEDGE

- Knowledge of participation/talent/performance models and pathways
- Knowledge of UK Anti-Doping
- Knowledge Safeguarding Policy and Procedure
- Knowledge of Data Protection Policy and Procedure

5.3 SKILLS & ABILITIES

- Act professionally, demonstrating integrity and taking accountability
- Excellent communication skills, verbal and written
- Excellent organisational and logistical planning skills
- Ability to co-ordinate multiple projects simultaneously to success
- Ability to work to multiple deadlines
- Able to work independently as well as being part of a team
- Ability to influence and negotiate with stakeholders at all levels
- Proven use of IT systems and competent in the use of Microsoft Office and cloud-based file sharing systems.

5.4 PERSONAL DISPOSITION

- Comfortable with handling confidential information and sensitive situations
- Must have an extremely positive approach to both work and life
- Available to work occasional unsociable hours and contribute to event delivery
- Promotes and demonstrates anti-discriminatory practice
- Sets high standards and strives for continuous improvement in self and others