

JOB DESCRIPTION: COACHING AND WORKFORCE MANAGER

Job Title:	Coaching and Workforce Manager
Responsible To:	Participation Director
Type of Contract:	Full time
Hours of Work:	40 hrs per week, flexible and remote working considered. Occasional evenings and weekends required.
Salary:	£32,500
Location:	Head Office, Chiswick, London (remote working with significant travel to meetings required)

1. INTRODUCTION

British Fencing (BF) is the National Governing Body for the Olympic and Paralympic 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, diverse and inclusive 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

Our values are Honesty, Respect and Excellence. Along with Teamwork and Accountability these values form the backbone of the culture we continue to build and all staff are expected to role model these values.

2. JOB PURPOSE

This role contributes to our organisational goal to increase the quality and quantity of inclusive opportunities to participate in the sport of fencing, creating a long term sustainable structure capable of welcoming and retaining more people in the sport.

It will do this through developing and supporting coaches and workforce both in BF affiliated clubs, as well as those external delivery partners who are already providing opportunities for people from under-represented groups to take part in fencing.

This role will be focussed on creating inclusive environments for new and existing members and participants by developing, supporting and encouraging existing and new coaches and club workforce to improve their skills and expand their understanding of how to create inclusive cultures that meet the needs of local communities and contribute to Sport England's Uniting the Movement strategy.

This role will work as part of the wider Coaching and Workforce team to support the implementation of the existing Coaching Framework, with a particular focus on grassroots fencing.

3. KEY DUTIES

- Working with Coaching and Workforce executive stakeholders to support coaching and workforce learning, designed to create more inclusive environments and meet the needs of local communities.
- Creating and managing the delivery of a programme of activities to meet those needs.
- Directly engaging with BF club workforce and partners such as London Youth and Maslaha, to better understand those needs and where appropriate, working with them to deliver activities.
- Identify and create relevant resources and CPD learning modules.
- Work in collaboration with BF partners and affiliated clubs to identify and provide opportunities for knowledge transfer including the sharing of best practice between coaches, clubs and community settings.
- Ensure the long term sustainability of inclusive environments through supporting the connection of community groups to the BF affiliated club structure.

- Ensure minimum standards exist within affiliated clubs by providing the workforce with guidance and support on best practice including signposting training and funding opportunities.
- Create and manage a communications plan which ensures our communication channels showcase our activities and support our commitment to increasing diversity and inclusion

4. PERSON SPECIFICATION

4.1 *EXPERIENCE*

- Have experience of working within community sport, in particular with coaches and clubs, or have transferable skills from another sector and a strong desire to learn about the sports sector.
- Establishing, building and maintaining highly effective relationships with external groups, organisations and/or individuals.
- Have an understanding and passion for planning and delivery of inclusive programmes for underrepresented groups.

4.2 *KNOWLEDGE*

- A strong understanding and experience in the implementation of Coach/Workforce Development Strategies.
- A strong understanding and experience of equality and inclusivity in sport and physical activity.
- Knowledge, experience and understanding of the needs of community coaches and new participants, in the context of inclusion projects.
- A strong understanding of the barriers effecting underrepresented groups in accessing sport and physical activity.

4.3 *SKILLS AND ABILITIES*

- Ability to self-manage, with ability to work independently and as part of a team.
- Excellent project management skills, with the ability to create manage and deliver project plan, to time and to budget.
- Ability to motivate and support individuals and groups, together with practical experience of managing individuals and multiple stakeholders to achieve defined project goals.
- 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 time effectively and prioritise workload to meet deadlines.
- Excellent problem solving and decision-making skills.

- Excellent communication skills, verbal and written.
- A creative thinker with the tenacity and confidence to see things through to implementation and 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 file sharing systems.
- An understanding of safeguarding and welfare.
- 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.

4.4 PERSONAL DISPOSITION

- Exceptional interpersonal skills, e.g. the ability to influence, persuade and present. compelling cases for improved practices amongst stakeholders and members of staff
- 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.