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We want to ensure that everyone has the opportunity to receive clear, understandable information from British Fencing. If you require this document in an alternative format, please contact recruitment@britishfencing.com.

Digital Learning Manager



British Fencing is the National Governing Body for the Olympic and Paralympic sport of fencing in the United Kingdom.

Our members are the fencers, clubs, coaches, referees and countless volunteers who make up the British Fencing community. We aim to support them on every step of their development journeys, helping them to realise their goals in a safe, enjoyable and respectful environment. We support all ability levels: beginners, recreational fencers as well as elite international, Olympic and Paralympic athletes.

We understand the vital importance of accessibility, inclusivity and diversity, which we actively promote through our programmes. We believe that fencing is for everyone and through our social impact programmes, we aim to deliver a positive impact on people's lives.

THE ROLE

It is the ambition of British Fencing to respond to the needs of the fencing community and delivery partners to provide an improved, high quality and meaningful digital learning experience. This is to support their wider learning and development needs, and to provide access to information and resources which support ongoing delivery and sustains their involvement in fencing.

Underpinning the delivery of this ambition are the operating platforms, processes and systems ensuring internal efficiencies and enhanced user experiences. BF recognises that there is an important role that digital learning and resources can play in improving accessibility, ensuring our digital platforms meet accessibility standards and are as flexible as possible to meet the needs of the end users.

The Digital Learning Manager will play a key role in delivering BF's digital learning ambition by maintaining and developing existing and new digital platforms and processes in accordance with a crossdepartmental BF digital learning plan, informed by our digital learning strategy.

RESPONSIBILITIES

As a proactive and collaborative member of the BF Learning and Development Team, the Digital Learning Manager is responsible for:

- Maintenance of existing digital learning platforms and associated products (including our Explore Fencing app and the BF Learning Zone).
- Contributing to the creation of BF's digital learning strategy.
- Development and management of a multi-year cross-departmental digital learning plan containing individual projects designed to deliver improvements to processes, systems, tools and products.
- Delivering digital learning projects with a proactive, hands-on approach combined with effective stakeholder communication.
- Based on relevant customer feedback, implementing a continuous product improvement process and communication plan to ensure that maintained products are kept up to date, and that audiences are informed and their needs met.

EXISTING DIGITAL LEARNING PLATFORM & PRODUCT MAINTENANCE:

- Act as the primary liaison point for digital learning suppliers.
- Manage the Explore Fencing app and Moodle Learning Management System (LMS).
- Identify 'quick win' operational improvements in processes to support existing digital learning.

CONTRIBUTE TO BF'S DIGITAL LEARNING STRATEGY:

- Work with the Senior Leadership Team and external experts and suppliers, supporting the creation of a digital learning strategy which includes platform and product roadmaps for the next four to eight years.
- Communicate the strategy across the organisation.

DEVELOP & MANAGE THE DIGITAL LEARNING PLAN:

- Work across departments and, informed by the strategy, build BF's digital learning plan, incorporating all digital learning projects and initiatives.
- Use effective project management and stakeholder management skills, managing the delivery of the overall plan.
- Keep internal and external stakeholders updated.

DELIVER DIGITAL LEARNING PROJECTS:

- Deliver identified Digital Learning Projects according to the plan.
- Collaborate with cross-functional teams (commercial, events, communications, participation) to ensure that they contribute, where required, to seamless project delivery.
- Monitor key project milestones to align with cross-departmental goals.
- Identify and deliver related staff training across platforms on a needs basis.
- Turn content from subject matter experts into engaging e-learning resources.

MAXIMISE AUDIENCE REACH & CONTINUAL IMPROVEMENT:

- Maximise reach and engagement with products.
- Maintain clear communication across BF on product updates.
- Conduct user research and testing to drive continuous improvements.
- Leverage analytics and data insights to optimise engagement and performance.
- Work with the Fencing Development Team to integrate sport-specific learning.
- Promote organic content creation inside and outside of BF.
- Strengthen relationships with key suppliers and partners/customers.

MISCELLANEOUS:

- Ensure that all platforms meet high standards for functionality, usability and accessibility.
- Ensure compliance with industry standards, privacy laws and accessibility regulations.
- Monitor emerging trends in digital education and learning.



Digital Learning Manager



ESSENTIAL

- Exceptional project management and administrative skills.
- Experience working with Customer Relationship Management (CRM) and/or Learning Management Systems (LMS).
- Previous experience on creating/editing e-learning modules using authoring tools e.g. Articulate 360.
- Proven track record in a stakeholder-facing management role with experience of managing demands, pressure and timelines to deliver measurable outcomes.
- Experience of working with and motivating diverse and remote individuals/teams to deliver agreed objectives on time and on budget.

- Positive and flexible work attitude with the ability to meet the needs of the organisation.
- High levels of IT literacy, particularly with Microsoft Office 365 products.
- Self-motivated, creative and a forward thinker.
- Highly literate and numerate with excellent attention to detail.
- Excellent presentation, communication (written and spoken), and influencing skills.
- Excellent interpersonal skills, able to communicate and collaborate with a wide range of stakeholders.
- Strong commitment to EDI and Sport Integrity.
- Ability to work occasional evenings and weekends, if required.
- Flexibility to travel within the UK.

DESIRABLE

- Evidence of continued professional development.
- Previous experience of working in a fast-paced environment and with autonomy.
- Knowledge and experience of the sports industry, ideally within an NGB.
- Understanding of how digital learning can be effectively used to enhance learning and development.



Our objectives include:

A pathway to international success.

Through our GBR Pathway programme, supported by Sport England and UK Sport, our athletes are producing some of the best results in recent history and we are excited about the prospect of supporting them to future Olympic and Paralympic success.

Maximising the wider benefits of fencing and its positive impact on people's lives.

Our flagship Muslim Girls Fence project has been running for nearly eight years, and is currently delivered in four cities across the UK and was featured in the 2023 This Girl Can campaign. Our new Fencing for Change project, using fencing to improve physical literacy and reducing social isolation for children with autism, is also expanding. We will continue to explore opportunities for fencing to be used as a tool for social change.

Accessible and inclusive swordplay opportunities delivered via partnership programmes.

We support activity providers who together deliver over 300k unique fencing experiences every year. We have also developed and recently launched our Ofsted-aligned We Are Forging Futures personal development programme for schools, giving young people the chance to experience fencing whilst building resilience and self-efficacy. We have ambitious plans to improve and grow the opportunities for young people to participate in fencing.

A stronger, empowered, diverse and inclusive community of 30,000 fencers, volunteers, coaches and supporters.

We will continue to build our community, supporting them to deliver and participate in inclusive fencing opportunities across the UK, founded on our principles of 'Be Safe, Have Fun, Feel Welcome'.



HOW TO APPLY

To apply for the role, please email your CV with a brief cover letter (ideally as one document) to: recruitment@britishfencing.com.

If you would like to discuss the role or the application, please email us on the same email address to arrange a call or ask a question.

We welcome applications from all sections of the community, regardless of age, race, colour, sex, marital status, religion, ethnic origin, nationality, disability or sexual orientation.

Closing date: Sunday 20th July 2025

1st stage interviews: Tuesday 12th August 2025 **2nd stage interviews:** Wednesday 13th August 2025

Remuneration: £31,000 - £33,500 (dependent on experience)

Contract type: Full time (35 paid hours per week)

Location: Flexible, with in-person attendance at meetings in London

twice a month.

