



**BRITISH
FENCING**

***JOB DESCRIPTION
CLUB DEVELOPMENT
OFFICER
BRITISH FENCING***

OCTOBER 2025

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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, such as a Word document or an audio version, please contact recruitment@britishfencing.com.



ABOUT BRITISH FENCING

British Fencing (BF) 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

Clubs are an important part of the fencing ecosystem providing a space for people to fence, opportunities for workforce to grow and develop, and future GBR fencers to inspire others.

As part of BFs 2030 strategy 'En Garde For the Future' and the new long term collaboration agreement with England Fencing (EF), the Club Development Officer will play a role in supporting clubs to grow participation, foster inclusive and supportive club environments and integrate social impact projects into the fencing ecosystem. They will work with colleagues from across BF and EF to develop resources and provide the relevant support that is needed for fencing clubs.



RESPONSIBILITIES

CLUB DEVELOPMENT AND GROWTH:

- *Lead and develop the creation of club products and resources that will support the growth of existing and new clubs.*
- *Develop processes and resources for clubs looking to secure funding to grow their club, in particular focusing on inclusive fencing opportunities that support BF's goals.*
- *Ensure that a programme of relevant Club Engagement Events exists (providing opportunities for discussion, learning and listening), coordinating with the Coaching & Workforce Development Manager and Inclusion Manager.*
- *Develop, deliver and grow the GB League in clubs.*
- *Work with the BF Media & Communications team to develop a comms plan to support club growth and connects with the wider organisation.*
- *Develop and execute an annual plan for the Club Digest.*
- *Work with the Partnerships team to provide clubs with opportunities to connect with We Are Forging Futures to grow their membership.*
- *Work with the Coaching & Workforce Development Manager to identify club workforce needs, and support them in accessing and hosting courses in areas where the need is greatest.*
- *Work with the Lead Safeguarding Manager to support clubs in ensuring that they are fully compliant, meeting the criteria to achieve registered club status.*

CREATING INCLUSIVE ENVIRONMENTS:

- *Support clubs in implementing programmes that will increase the diversity of membership in their clubs.*
- *Work with the Coaching & Workforce Development Manager to support clubs in increasing diversity in their workforce.*
- *Work with colleagues to provide clubs with opportunities to connect with, support and benefit from BF projects, programmes and social impact work.*

OTHER RESPONSIBILITIES:

- *Work with the Participation team to support clubs in troubleshooting queries through the membership platform and drive system improvements.*
- *Support BF-affiliated clubs in understanding and communicating the benefits and importance of membership.*
- *Work with the Events & Membership Manager to deliver the annual BF Awards.*
- *Support the growth of the BF Achievement Awards by educating clubs about the scheme, aiding in retention of members and increasing associated club and BF revenue.*



PERSON SPECIFICATION

ESSENTIAL

- *Experience of working with and developing clubs in the sporting landscape.*
- *Knowledge and understanding of sports development and how to support clubs to identify strengths, opportunities and weaknesses.*
- *An understanding of the sporting landscape, the needs of sports clubs and the challenges they face.*
- *Experience of establishing, building and maintaining highly effective relationships with organisations and/or individuals and external groups.*
- *Experience and knowledge of safeguarding in the club context, particularly in relation to implementing policy and process.*

- *Ability to coordinate multiple projects simultaneously to success.*
- *Ability to work appropriately on own initiative and as a member of a team.*
- *Excellent communication and interpersonal skills, including influencing.*
- *Ability to prioritise and work to deadlines.*
- *Ability to lead as well as support projects.*
- *Proven experience of delivering against project and operational plans.*
- *Proficient in using Excel to analyse data and to support report writing.*

DESIRABLE

- *Experience of working with organisations who support under-represented groups.*
- *Experience of working with volunteers.*
- *Experience in evaluating projects using local and national insights.*
- *Experience of using membership platforms to inform understanding of club demographics.*
- *An understanding and passion for planning and implementing inclusive programmes in club settings.*
- *Available to work occasional weekends and evenings.*



BF AND EF COLLABORATION

In April 2025, BF and EF signed a new long-term collaboration agreement to guide the growth, development and governance of the sport of fencing in England.

Front and centre of the agreement is BF's and EF's commitment to collaborate for the best outcome for fencing. The agreement provides clarity on the structure, roles and responsibilities of each organisation, removing ambiguity and duplication. It puts in place a new framework that will ensure increased transparency as to how the sport is governed and developed, so that available resources are used to best effect.

The context for this work was the continued professionalisation of sport, with increased levels of transparency, diversity, inclusion, accountability and integrity now demanded by all sports organisations in receipt of public funding. The agreement addresses the need to develop a strong, successful and sustainable fencing community: one that inspires and enables people to start, stay and succeed, attracting new fencers and retaining existing ones.

The agreement sets out the relationship between the two bodies, including an acknowledgment that EF has a role in supporting the development of fencing in England, with the recruitment of the Club Development Officer playing an important role in driving the development of clubs forward.



BF STRATEGIC GOALS

GROW PARTICIPATION

Increase inclusive opportunities and transform perceptions of the sport to welcome a new audience and grow participation at all levels.

CREATE A SUSTAINABLE FUTURE

Establish a long-term, self-sustaining operating model that secures the future of BF, strengthens clubs, and ensures the continued growth and success of the sport.

DELIVER GBR SUCCESS

Enable every GBR Pathway athlete to maximise their potential to achieve international medal success.

SUPPORT WOMEN AND GIRLS

Attract and retain women and girls across all levels of fencing.

DELIVER POSITIVE SOCIAL IMPACT

Increasing fencing's contribution to improving people's lives.

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 23rd November 2025*

1Interview date: *Wednesday 3rd December 2025*

Remuneration: *£28,600 (depending on experience)*

Contract type: *Full time (35 hours plus unpaid 1 hour lunch per day)
- 80% min FTE would be considered.*

Location: *Flexible, with in-person attendance at meetings in London twice a month.*

Please note, this role does not include an offer of visa sponsorship.

