



Job Description

Job Title:	Paralympic Performance Manager (PPM)
Department:	Sport - Performance
Reporting to:	Director of Sport – DoS - (Performance Director)
Location:	Llilleshall National Sports & Conference Centre, Newport

Job Purpose: The PPM is responsible for the leadership and management of the Paralympic Archery World Class Performance programme (WCP), and through the application of a What It Takes To Win (WITTW) approach, bringing about a high level of thinking, behaving and systems operations across staff and athletes that leads to medal success in Tokyo 2020.

Main Responsibilities

- To support the DoS (Performance Director) in the intent to create and drive a world leading high performance environment and medal winning culture through the pursuit of a WITTW approach and the building of strong and constructive relationships with all stakeholders including, coaches, athletes, specialist support personnel and administration along with external partners.
- The PPM will lead and manage the team on all aspects of the World Class Programme and be a key part of the interface to UK Sport, other agencies and stakeholders.
- Working closely with the DoS (Performance Director), Paralympic Head Coach and Head of Performance Support (HoPS), the post holder will lead the programme design, delivery, management and review towards qualification and medal-winning performances at Tokyo 2020.
- In consultation with the DoS (Performance Director), to manage GB Paralympic Archery at international events

Key Relationships

The PPM reports directly to the DoS. The post holder will have contact with all Performance Unit and Archery GB personnel, and is responsible for maintaining effective working relationships with all areas across Archery GB (AGB)

Paralympic athletes, Paralympic coaches, Head of Performance Support, specialist support and administrative staff.

UK Sport (UKS), British Paralympic Association (BPA), International governing body (World Archery WA), other national Archery federations and the Home Country Institutes.

Primary Roles

- Lead, develop and empower the thinking and behaviours of staff and athletes in the cultivation of a highly performing performance culture and preparation environment
- Lead the recruitment and management of all WCP programme support, including the implementation of open and fair employee and athlete policies and robust performance management, measuring and monitoring systems.
- Lead on the implementation of the strategically specific KPI's of Mental Readiness and robust Classification, Health and Wellbeing.
- Through the work of the Paralympic Head Coach and HoPS, manage the Paralympic squad coaches and specialist support staff to establish the operational plan and resources necessary to meet the agreed targets for the WCP programme. This will include: the model of preparation and competition, squad structures, selection standards and policies for squads and events, athlete reviews, training plans for camps, competitions, control events etc
- In line with the funding available, establish, manage and monitor the budget for the WC programme and produce the necessary financial reports required by Archery GB and UK Sport. Provide effective budgeting and control across all aspects of the programme.
- Through the work of the Paralympic Performance Coordinator (PPC), manage the logistics and organisation of training and competitions in the UK and overseas, along with the management of finances and the supervision and delivery of efficient and effective administrative and logistical support to Performance personnel, without compromising upon the organisation or performance.
- As appropriate, manage GB Paralympic Archery at national and international events
- In conjunction with the DoS, establish robust tools for monitoring the effectiveness of all aspects of the WCP programme. Manage the monitoring process and provide all necessary internal and partner report requirements.
- Through the work of the PPC, ensure compliance with mandatory and best practice regarding child protection, health, safety and welfare in all matters and activities equal operations/codes of conduct etc
- Through the work of the PPC, manage the Anti-Doping policies, as subscribed to by UKAD are fully accepted and integrated by all those involved in the WCP programme
- Responsible for applying Archery GB Case Management structure and process and undertaking disciplinary administration as required.
- Work with the executive of AGB to ensure that good relationships with World Archery (WA) and other regional and national Federations are achieved in support of the WCP programme goals
- Contribute to the evolution, development and promotion of a 'high performance, sporting excellence' culture and seamless performance pathway within archery. To be achieved

through the cultivation of a results driven environment, utilising innovative, creative and forward thinking programmes covering all aspects of technical, mental and physical preparation to ensure medal success.

- The above list is not regarded as exclusive or exhaustive, as there may be other duties and requirements commensurate with the post and grade of which the incumbent may be required to perform from time to time.

General

This position is funded until 31st March 2021. Following this date the position will be reviewed dependent upon securing further funding.

The primary work base is Lilleshall National Sports Centre.

The normal hours of working are based on 35 hours per week (between Monday to Sunday), as the nature of the post will involve the post-holder working evenings and/or weekends plus some overseas work at International events and training camps.

The post holder must hold a full driving licence, DBS clearance and a full and current passport.

Context

Archery GB is the governing body for the sport of archery in Great Britain and Northern Ireland and serves eight Regional Societies.

The Performance team of Archery GB has the specific purpose of winning medals at major events on a sustainable basis along with developing a performance pathway for athletes, coaches and clubs so that there is the opportunity to progress and be competitive in the international arena. Performance is thereby responsible for delivering the plan and outcomes of the WCP programme that culminates in the Olympic and Paralympic Games.

The Performance team also services the non-Lottery funded elite programmes of the non-Olympic archery disciplines.

The Performance team is made up of a team of professional and volunteer staff who provide a comprehensive support service to funded and other archers covering international events, training camps (both at home and abroad), sport science support and development and talent identification programmes.

The post holder is required to comply with the Society's rules, policies and procedures and to engage in staff development opportunities and periodic performance reviews, in accordance with terms and conditions specified.

Person Specification –

Knowledge

Significant knowledge of World Class standards, practices and systems in high performance sport and of Archery

Extensive and demonstrable knowledge of people development (athlete, staff and practitioners)

Extensive and demonstrable knowledge of leadership and management, strategic planning and decision-making, measuring, monitoring and reporting systems

Extensive and demonstrable knowledge of budget management

Experience

Significant and successful experience of designing, delivering and evaluating strategic and operational plans and programmes

Significant experience of the direction and integration of support resources, including people, to bring about measurable performance achievements

Significant and successful experience in a leadership role in a national high performance environment or high performing organization.

Significant and extensive experience of relationship building through management and liaison with internal and external partners

Skills

Excellent role model with the ability to provide leadership as well as promote it within others
Excellent communication and interpersonal skills and ability to build rapport and trust easily

Excellent team player, but also able to self-lead, take responsibility and show accountability for themselves.

Respectful of others and open to the collaboration and connecting of differing ideas and actions
Trustworthy with high levels of personal and professional integrity

Ability to remain positive but focused under challenge and change

Ability to work in a fast paced, dynamic environment and be a champion for change

Good budgetary, organisational and computer skills, with the ability to manage a varied workload and to work with and through others where necessary.

Flexibility Clause

The job holder is required to be flexible in their duties and may be required to undertake other duties and responsibilities which arise from the nature and character of their post within Development, or in a comparable post in any of Archery GB's other sections or departments.

Variation Clause

This is a description of the job as it is constituted at the date shown. It is the practice of Archery GB to periodically review job descriptions, to update them and to ensure that they remain relevant to how the job is to be performed. The appropriate Manager will consult with the job holder concerning necessary changes with a view to reaching their agreement. Where agreement cannot be reached the Society reserves the right to make such changes following reasonable notice being given.

Last reviewed: March 2017.



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