

Job Description – Performance Manager

Overview

To provide strong leadership, communication, and organisational skills to manage the British Orienteering's Performance Pathway Programme at Levels 3-5.

Reporting to: Chief Executive

Leadership & Management:

- To provide leadership and coordination of the Performance Pathway Programme Levels 3-5 in line with the agreed objectives.
- Ensure that all Performance Pathway Programme deliverables are met and objectives achieved.
- Manage the Performance Development Manager, International teams Administrator and lead the respective coaching/administration teams at Levels 3-5.
- Foster a collaborative and positive team environment.
- Work collaboratively with the Chair of the Performance Pathway Steering Group (PPSG) in the planning and administration of PPSG meetings, ensuring the action log is actioned and maintained.
- Manage the Performance Pathway finances, ensuring adherence to British Orienteering's policies and budget.
- Ensure that the Performance Pathway Programme is delivered in line with the relevant British Orienteering Policies including safeguarding, anti-doping and social media.
- Identify and engage with key stakeholders, managing expectations and addressing concerns promptly
- Conduct an end-of-season review and document lessons learned for future improvements.

Communication & Reporting:

- Facilitate effective communication between team members and stakeholders [see below].
- Provide regular updates to the CEO, Performance Pathway Steering Group and Board.
- Work with British Orienteering's Financial Manager to track and report on the Performance Pathway Programme expenditure.

Planning:

- Develop a comprehensive plan outlining competitions and associated documents such as the annual Selection Policy, timelines, and resource requirements across all programmes and oversee the planning and management of training across the three levels.

- Collaborate with stakeholders [see below] in development of the plans and success criteria.

Other:

- Be flexible and adaptable to changing project requirements.
- Handle unforeseen challenges and adjust the Performance Pathway Programme plans accordingly.

Key Stakeholders:

Athletes, parents,

Performance Pathway Steering Group

British Orienteering staff: Performance Development Manager, International Teams Administrator, Communications Officer and CEO

Volunteers: Coaches and volunteers support staff for Levels 3 to 5, British Orienteering Board, members, Orienteering Foundation

Person Specification

Essential

Clear and demonstrable commitment to the development of performance sport.

Highly developed, inspirational leadership and strong people management skills with demonstrable success in building collaborative, supportive and innovative teams.

Proven programme planning and organisational skills, with the ability to be agile and responsive to a changing or evolving landscape.

Experience and ability to work with multiple stakeholders to build trust and confidence and achieve success.

Outstanding communication skills – listening, verbal and presentation – and a willingness to engage constructively with all stakeholders, and in particular those directly involved in the programme

Ability to manage budgets and maximise resources.

Commitment to safeguarding, anti-doping, equality and diversity.

Commitment to operate at the highest ethical standards at all times, including ensuring the programme adheres to all ethical behaviours expected of a coach and manager of athletes including young people.

Desirable

A demonstrable understanding of what it takes to develop into a successful elite orienteering all disciplines.

A strong and recent understanding of performance orienteering.

A team player with an open and consultative style and an optimistic approach.

An ability to build positive and mutually beneficial relationships with key individuals, clubs and committees that make a contribution to the Performance Pathway and performance environment within the sport

Salary/Contract

This project would initially be for a fixed period until the autumn of 2024, based around the equivalent of 1-2 days a week although the work pattern would not be fixed in this way.

Remuneration and contract status will be based on terms that are mutually beneficial.

The contract would be reviewed in the autumn of 2024.

To apply

Interested candidates should send a CV and a covering letter setting out why you are suitable for the role to peter.hart@britishorienteering.org.uk

Should anyone wish to discuss the role prior to applying, please make contact with Peter Hart (peter.hart@britishorienteering.org.uk) and he will ensure that candidates obtain the information that they require in advance of any application.

Timetable

Deadline for applications is 23:59 on Sunday 10 March 2024

Interviews:

Week commencing 18 March 2024 via Teams