

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Head of Performance Pathway, British Para-Swimming
<b>REPORTS TO:</b>	National Performance Director (NPD), British Para-Swimming
<b>SALARY:</b>	Grade 7
<b>CONTRACT:</b>	Full-Time, All Hours
<b>LOCATION:</b>	Manchester Para-Swimming Coaching Hub

### JOB PURPOSE:

- To manage all aspects of the British Para-Swimming (BPS) Talent Pathway from Home Nations Talent to the World Class Podium Potential Level.
- To lead on the key relationships with the Home Nations - Swim England, Scottish Swimming and Swim Wales.
- To ensure the domestic competition pathway structure is aligned and creates the optimal competition pathway for British Para-Swimmers.
- To line manage the Classification Coordinator/Office Manager and the GB Development Coaches linked to Podium Potential.
- To be part of the British Para-Swimming Leadership Team.

### Duties and Responsibilities:

#### To manage all aspects of the British Para-Swimming Talent Pathway from connection with Home Nations Talent to the World Class Podium Potential Level.

- Define and agree annual plan for pathways camps in consultation with Head Coach (Podium potential (PP) and Academy (PA))
- Work with Programme Manager to write podium potential selection document and communicate with UKSport on athlete selection and de-selection.
- Write any selection documents for other camps and competitions that Podium potential/ Para Academy Athletes might attend.
- Liaise with Head of SSSM to ensure support service provision at PP camps and training opportunities.
- Liaise with the Programme Manager to ensure that Assistant Programme Manager has relevant information to book and manage PP/PA camps and Competitions.
- Manage the Podium Potential budgets including budget allocation (with the approval of the NPD), tracking of expenditure and budget reporting.
- Work with EIS/UKSport Pathway team and British Paralympic Association (BPA) on any specific talent or development projects.

#### To lead on the key relationships with the Home Nations - Swim England, Scottish Swimming, Swim Wales and Northern Ireland.

- Work with the Swim England Head of Talent to strategically manage and oversee the Swim England Para-Swimming Talent Programme.

- Provide strategic support and be the link to the Welsh and Scottish Talent programmes.
- Work with the NPD to create, monitor and evaluate home nations funding agreements where applicable.
- Manage and deliver ROAR Ingredients - the swimmer development framework that has been developed by British Para-Swimming and the Home Countries.
- Ensure the BPS Performance Matrix and Performance Pathway Prospectus remain current and relevant.
- Coordinate as necessary with British Swimming Pathway Implementation Group (PIG) on all relevant issues.

**To ensure the domestic competition pathway structure is aligned and creates the optimal competition pathway for British Para-Swimmers.**

- Be an active member of the BPS Competition Working Group
- Be the lead point of contact for the World Class Programme on domestic Para-Swimming Events - BPSIM, National Para-Swimming Championships, and integration of Para-Swimming in to British Summer Championships.
- Oversee budget expenditure as related to domestic events.

**To line manage the Classification Coordinator/Office Manager and the GB Development Coaches linked to Podium Potential.**

- Oversee work programmes for above named staff and run annual appraisals.
- Remain up to date with British Swimming Line Management policies and procedures.
- Conduct regular 1:1 meetings with line managed staff and manage performance consistent to the culture of the programme.

**Other Duties.**

- To be an active part of the British Para-Swimming Leadership Team.
- Contribute to and/or prepare reports for the National Performance Director as and when required for the Board of British Swimming, the BPA, UK Sport.
- Undertake any other duties that may from time to time reasonably be requested.
- Comply with all policies set down by British Swimming and ensuring that they are implemented as appropriate, in particular those policies relating to equality, diversity and inclusion.
- Drive own performance development plan, actively identifying new areas for learning and committing to a culture of continuous improvement.