

JOB DESCRIPTION

JOB TITLE:	Head of Performance Pathway, British Para-Swimming
REPORTS TO:	National Performance Director (NPD), British Para-Swimming
SALARY:	Grade 7
CONTRACT:	Full-Time, All Hours
LOCATION:	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.