

# JOB DESCRIPTION

**Job title:** Head of Sport

**Reporting to:** Chief Executive Officer

**Direct reports:** Competitions Manager, People Development Manager, England Talent Pathway and Classification.

**Purpose of the Job:**

- To develop and grow the boccia community infrastructure along with the development of agreed partnerships.
- To create more opportunities for people to have a positive involvement in boccia through playing and participation.

**Hours worked:** Full time. This role will include regular travel, some unsocial hours and supporting weekend events including overnight stays.

**Salary:** Band 2

**Based at:** Hybrid (Home Based / Boccia England National Headquarters in Nottingham) with a requirement for regular travel throughout England.

<b>Key Accountabilities and objectives</b>
<ul style="list-style-type: none"> <li>• Develop and grow the boccia community infrastructure.</li> <li>• Build a successful sporting pathway for boccia through both competitions and talent development.</li> <li>• Create an environment where players, coaches and volunteers prosper, thrive, and acquire the required skills and positive experiences in the sport.</li> <li>• Collaborate with key partners that help create more opportunities to gain experience of boccia.</li> <li>• Oversee the co-ordination of the rules and regulations of boccia in England in liaison with the Sports Committee</li> </ul>
<p><b>Infrastructure</b> – Grow more opportunities for people to play boccia.</p> <ul style="list-style-type: none"> <li>• Lead the development of a nationwide regional community boccia infrastructure model that supports the growth of local opportunities to play boccia.</li> <li>• Work closely with the Competition Manager in leading the effective development and delivery of the Boccia England competition programme.</li> </ul>

**Pathway Support** – Build and Develop a sport pathway in collaboration with the Head Coach and Talent Advisor.

- Work with the coaching workforce to ensure effective delivery of the Pathway programme to include training camps and international competition participation in conjunction with home nations and Boccia UK.
- Provide opportunities and an environment which fosters a positive culture for athletes to develop through our talent work.
- Develop a simple, common talent ID framework incorporating effective classification protocols.

**People** – Work in conjunction with the People Development Manager to implement and monitor the Boccia England workforce people plan.

- Ensure that there are sufficient skilled volunteers and self-employed workforce such as tutors, to support the needs of the sport.
- Ensure Boccia England provides quality training to the people delivering boccia, so they are appropriately skilled/qualified.

**Partnerships** – Effectively collaborate with partners to help grow boccia.

- Develop relationships with potential partners to facilitate new opportunities to further improve the sport of boccia in England.
- Ensure local and regional boccia communities grow their capacity to deliver boccia through partnership support and collaboration.
- Collaborate with education partners to co-ordinate the development and delivery of programmes that support the delivery of boccia to young people in education.

**People Management** – Lead and manage the Competition Manager, People Development Manager, other designated staff, and coaches that supports the Boccia England Pathway.

- Contribute, as part of Boccia England’s senior leadership team, to the overall leadership and performance of the organisation.
- Ensure that the Competition Manager develops, promotes, and delivers the Boccia England competition programme, ensuring high quality events which promote participation and enable pathway talent identification where appropriate.
- Effectively manage direct reports and the paid and voluntary coaching team, including defining clear roles and responsibilities, clear communication; setting appropriate objectives; monitoring and reviewing performance; providing support and guidance and personal/professional development.
- Lead the classification team in Boccia England to ensure the athlete journey reflects potential international selection.



**Finance and Budget Management** – Ensure effective processes are in place to manage and report on budgets.

- Coordinate the annual budget planning and monitoring of performance against assigned budgets.
- Effectively manage and monitor specific budgets for participation and development programmes, with clear means of measuring progress.

**General Requirements**

- Manage own workload effectively.
- Demonstrate commitment to continuous improvement.
- Provide excellent and timely customer service with both internal and external communications.
- Use and share knowledge and expertise to promote boccia and develop Boccia England.
- Be an advocate for Boccia England and the sport of boccia.
- Any other tasks or responsibilities as deemed appropriate by the Chief Executive and commensurate with the responsibilities of the post.

**PERSON SPECIFICATION**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications &amp; Training</b>	Degree or equivalent qualification or experience within sport and /or business management.	Equivalent professional experience in disability sport
<b>Knowledge</b>	<p>Knowledge of the national sport landscape and key stakeholders in relation to delivery of sport</p> <p>Knowledge of competition/event delivery and effective pathways within sport</p> <p>A strong understanding of boccia and/or disability sport and the implications for disabled people participating and performing in sport.</p>	<p>Understanding of BISFed classification rules</p> <p>Knowledge of classification in disability sport</p>



<b>Experience</b>	Proven experience of creating a successful culture within a team.	Experience of working in disability sport  Experience of working with coaches, disabled athletes, and their families/support networks.
<b>Skills &amp; Abilities</b>	<p>Ability to provide strategic direction and support the development of talent.</p> <p>Ability to spot and exploit investment/funding opportunities to support programmes.</p> <p>Effective use of MS Office programmes and other relevant technology</p> <p>Excellent communication skills, both oral and written</p> <p>Good organisational and time management skills</p> <p>Ability to be proactive and to work on your own initiative, meeting deadlines and working under pressure.</p> <p>Ability to self-assess and be open to feedback.</p>	<p>Networking skills across a range of sectors</p> <p>Ability to present to large groups.</p>
<b>General Attributes</b>	<p><b>Teamwork</b> Build effective relationships at all levels to influence and support others.</p> <p>Work effectively, inspiring and motivating a team.</p>	
<b>Personal Attributes:</b>	<p><b>Integrity</b> Excellent problem solving and decision-making skills.</p> <p>Accuracy and attention to detail</p> <p>Ability to work independently to meet challenging deadlines.</p>	



	<p><b>Passion</b> Think creatively and with confidence whilst maintaining a positive mind set.</p> <p>The ability to empathise and put themselves in the shoes of others.</p> <p><b>Excellence</b> Adaptable and highly organised, with the ability to multi-task priorities, and delegate.</p> <p>Help others in the team grow and learn/develop.</p>	
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