



Welsh Gymnastics Gymnasteg Cymru

Performance Pathway Officer

Job Description

JOB TITLE:	Performance Pathway Officer
RESPONSIBLE TO:	Performance Pathway Manager
MEMBER OF:	Performance Team
TYPE OF CONTRACT:	Full Time position
HOURS OF WORK:	37.5 Hours
SALARY:	Grade 2 - £19,500 - £25,000 depending on experience
LOCATION OF WORK:	Cardiff Office

Role Summary:

Our Performance Programmes aim to provide quality, person-centred experiences that enable individuals to excel on the world stage.

The Performance Pathway Officer will work strategically with the Performance Director and Performance Pathway Manager to create and deliver quality performance programmes across the 4 Olympic disciplines.

They will support and collaborate with the Head National Coaches of identified discipline programmes, to ensure appropriate strategy, evaluation, and monitoring are shaped and underpin the WG Strategy and Performance Plan. In addition, they will support the disciplines workforce, talent and club strategy and lead on specific performance projects and compliance initiatives.

Main Areas of Responsibility

Strategy and planning

- Actively contribute to and deliver on the WG Strategy and Performance Plan
- Support the Head National Coaches to effectively plan and deliver performance athlete and squad programmes through a strategic four-year cycle plan, that includes discipline workforce, talent, and club strategies.
- Collaborate with Head National Coach to create individual athlete training plans and targets that are documented and regularly reviewed against critical success areas
- Provide Technical Panel (TP) representation for agreed disciplines and support TP leads and key volunteers to integrate their activities and contribution into the performance programmes
- Represent Welsh Gymnastics on British Gymnastics and Sport Wales platforms related to the Performance pathway
- Contribute to relevant WG Steering groups that provided a link between Performance and Development Teams.
- Contribute to the creation and delivery of the Athlete development framework
- Operate within the set budget and monitor expenditure

Culture, compliance, policies and procedures

- Provide positive learning environments and support an effective team culture that is striving towards fulfilling the vision and mission of Welsh Gymnastics and ensures the provision of quality, person-centred experiences at all levels of the Performance pathway.
- Support, as agreed with the Performance Pathway Manager, on compliance initiatives that are key to the success and delivery of performance gymnastics, this may include, but is not exhaustive, anti-doping, EDI
- Ensure all discipline contributors understand and adhere to relevant policies and procedures, highlighting any known issues or training requirements to the organisation
- Collaboratively develop mechanisms and procedures that ensure communication and processes are effective between the Performance Team and internal/external stakeholders

Athlete management, monitoring and evaluation:

- Be the first point of contact for identified gymnasts within the Welsh Gymnastics Performance Pathway.
- Facilitate and monitor the 'Athlete Voice' and athlete representation across the disciplines
- Ensure phased and yearly goals, to include process and outcome targets, are documented and tracked for every identified gymnast in the performance system, and include reviews with gymnast, parent (where gymnast is U18), and personal coach
- Design a clear and simple tracking document which complements the above
- Deliver a tracked funding agreement (if relevant and in accordance with funding policy)
- Maintain regular contact with gymnasts 16+ in the performance system to ensure they have the support and tools they need to continue and progress in the sport
- Develop and implement effective induction/exit processes for athletes transitioning to/from Performance Programmes in the agreed disciplines
- Set review/update meetings with Performance Director, Performance Pathway Manager and National Coach/es

Work as a key member of the Performance Team:

- Where appropriate and agreed, lead or contribute on individual project work that supports the whole Performance pathway, to include areas of athlete support services; athlete, parent, coach, officials' and club development; talent programmes
- Attend and contribute to all relevant Organisation, Performance and Discipline meetings
- Engage fully with personal review processes to identify training needs and a personalised CPD programme that will enhance the departments performance for the benefit of athletes, staff, and clubs

Compliance (Generic)

- The role holder has a responsibility to ensure they comply with WG policy in relation to safeguarding, health & safety, data protection and equality and highlight any known compliance issues within the organisation and associated partners.

Role Responsibilities

Knowledge Skills and Expertise

This role requires the holder to have/be able to demonstrate:

- Good planning skills and able to facilitate the inputs of athletes, coaches, support staff and volunteers to optimise the implementation of systems and structures.
- Expertise and understanding in the field of athlete and pathway development processes.
- Effective communication skills that meet individual stakeholder styles.
- Adaptability of interventions according to the needs of stakeholders, staff and the context.
- Ensures own behaviours are aligned to the WG Performance departments philosophy, values and behaviours.

- IT literate and competent in the use of Microsoft Office Applications.
- Attention to detail and the ability to work sensitively with confidential information
- A good understanding of/compliance with a range of rules/regulations/standards/processes
- Flexibility in relation to working hours and travel i.e. for attending meetings and events at weekends.
- Ability to manage a budget and operate within approved limits
- Acceptable Enhanced CRB disclosure.

People

To be effective the role holder will be required to share/transfer knowledge, present information, influence and encourage positive and constructive collaboration between colleagues to create a strong team-working environment that ensures quality person-centred experiences and excellent levels of professionalism are maintained. They will require the ability to effectively network with and direct/develop a broad range of relationships both internal and external.

Shaping direction

This role requires the holder to organise and plan own work to meet agreed strategic and discipline priorities. Inspire and influence stakeholders across the programme, facilitate inputs of others and the importance of appropriate delegation; seek innovative approaches to addressing team and discipline problems and opportunities through collaboration

Developing Solutions

This role requires the holder to use an innovative, proactive and solution focussed mindset. Be prepared to investigate and discuss major changes to processes and procedures if reasoned analysis shows benefits. They will be required to work in a flexible and agile manner to meet the needs of the programme, athlete and colleagues along with TPs/volunteers, understanding and supporting their issues/needs and integrating their contribution into the designated programme/s.

Decision Making

This role requires the holder to make decisions in relation to their own work programme; make recommendations in relation to department activities; and contribute to the development of a dynamic high-performance service.

It is anticipated that decisions relating to programmes will be made collaboratively with the Head National Coach, but it is anticipated that the role holder will contribute independent and original ideas, lead on aspects of the programme and make suggestions in relation to best practice.

Communication

This role requires the holder to communicate and build effective relationships with a range of internal and external people including parents, gymnasts, coaches, clubs and support staff.

In addition, the role holder will be required to attend meetings and events, sometimes leading them; produce reports and internal/external communications; and communicate with a range of stakeholders on a regular basis, in a timely and succinct manner.

Phased target of results:

- The performance environment provides quality, person-centred experiences for all
- All stakeholders are involved, informed, communicated with, and feel part of the 'wider team'
- Performance strategy reflects the vision and mission of WG with a well-executed plan-do-review process
- WG policies and procedures, discipline strategies, planning, monitoring and evaluation are transparent, understood and adopted by all, and lead to improved delivery and performance standards