

# Welsh Gymnastics Development Manager

Candidate Information Pack  
May 2025





# Overview of Welsh Gymnastics



Welsh Gymnastics is the national governing body for gymnastics in Wales, responsible for leading and supporting the sport across a range of disciplines including Artistic, Rhythmic, Trampoline, Tumbling, Acrobatic, Aerobic, TeamGym, and Gymnastics for All. As the foundation sport, gymnastics develops core physical skills that support lifelong participation in sport and active living.

Our ten-year plan, *Where Sport Begins*, sets out a clear vision to deliver an uplifting, inclusive gymnastics experience for all — one that is safe, enjoyable, and open to everyone. This ambition is driven by three strategic pillars: People, Places, and Practices.

At the heart of everything we do is a firm commitment to safeguarding and wellbeing. We are creating a culture where gymnasts feel safe, supported, and heard — with safeguarding embedded at every level of the sport.

Our development programme creates opportunities for everyone. The demand for gymnastics and trampolining in Wales outstrips the supply of opportunities. Our strategy focuses on the need to grow the sport in order to reduce waiting lists - through training coaches, facility development, partnerships with participation providers and working with communities that are underrepresented. Gymnastics provides the foundations of a healthy and active lifestyle from early years.



## The Role

The overall purpose of this role is to take a lead within the organisation to ensure participation growth and sustainability across all community gymnastics environments. The post holder will play a key role in implementing the participation growth plan and work closely with relevant stakeholders to increase the environments where gymnastics take place by building strong infrastructures and facilities ensuring we have the right people in the right places across Wales to deliver a gymnastics' experience for all.

The role will develop new models of delivery to ensure demand is met, whilst ensuring safeguarding, inclusive and accessible environments. The role holder will work closely with the Executive Director for Development to answer key needs, identify themes and provide training and support to the gymnastics' community. They will be active in the community and continuously monitoring needs and trends to identify opportunities to deliver positive gymnastics' experiences for all.





# Main Areas Of Responsibility

## Lead the support plan for all gymnastics environments across Wales.

Develop and deliver a development programme for environments' leaders to ensure they are providing positive and safe, and provide enjoyable opportunities.

Deliver support and education to ensure strong governance and the effective running of clubs.

Deliver the community facilities plan, ensuring local contacts are current and utilised, and aware of future requirements.

Identify and secure funding streams to support environment development and sustainability.

Champion equality, diversity and inclusion across gymnastics environments and work closely with accreditations delivered by partners to highlight gymnastics standards.

Work closely with the Executive Directors for Development and Safeguarding to ensure all gymnastics' environments have appropriate standards and are supported in matters of safe sport.

Have an active presence within the gymnastics' community and liaise with other members of the WG team; education, performance and safeguarding, to ensure clubs access the appropriate support at the appropriate time.

Ensure products and opportunities for gymnastics within the community are available and appropriate.

## Identify areas of growth and facilitate new and existing partnerships to answer the latent demand across Wales.

Conduct a full audit of gymnastics' environments to identify the growth potential of clubs, leisure and schools, and implement area specific delivery plan.

Create strong partnerships with local authorities, leisure providers, schools, and other community partners to enhance and grow the participation provision in the community.

Create innovative gymnastics' offers to address the areas of Wales where there is no gymnastics provision, and work to grow sustainable Gymnastics.

Lead environments to be inclusive, offer diverse gymnastics' provision, and encourage delivery of outreach work with underrepresented communities.

Establish new partnerships that will benefit the gymnastics and/or contribute to the growth of participation.

## Manage and lead the community team.

Conduct annual performance reviews in line with WG's agreed policies to ensure outcomes are delivered and that there is the continuous development of staff.

Plan and lead regular 1-2-1 meetings and individual development plans.

Model Welsh Gymnastics' values and behaviours in all work and relationships

Provide regular monitoring and evaluation reports to an agreed format for SLT.

Monitor the Community Team's budget, ensuring efficiency in systems, and accuracy in reporting.

## Compliance

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 issues within the organisation and with associated partners.

All appropriate duties within the scope of the role.



# Person Specification

## Qualifications and Training

Degree in Sport development, management, related field, or equivalent professional experience .

### - Experience

Extensive experience in sport development, ideally within a community or club-based setting.

Proven experience of managing budgets, funding applications and financial planning

Solid experience of recruiting, developing and motivating staff and volunteers, to achieve their objectives.

Significant experience at managing teams.

Proven success in developing and leading participation initiatives across diverse environments.

Strong background in partnership development with public, private and voluntary sector organisations.

## Knowledge and Skills

- Strong leadership and project management skills, with an ability to deliver results against strategic goals.

Ability to analyse data and trends to inform decision-making and delivery planning.

Excellent interpersonal and communication skills, with the ability to build relationships and collaborate across stakeholders.

A good working knowledge of safeguarding, equality, and inclusive practice in sport.

Strong IT literacy and comfort working with monitoring/reporting tools.

## Additional Requirements

Full UK driving licence and access to transport.

Willingness to work flexible hours, including evenings and weekends.

Enhanced DBS check (renewed every three years).





# The Package

Salary/Banding: £27,000 – £30,000 (depending on experience) plus other benefit, including pension and life assurance.  
Annual Leave: 26 days (plus Bank holidays)  
Type of Contract: Permanent; Full time  
Location: Cardiff  
Team: Development  
Reporting to: Executive Director of Development

## Equality & Diversity

Welsh Gymnastics is an equal opportunities employer.  
Details of our equality policy can be found on our website.

Welsh Gymnastics wants to meet the aims and commitments set out in its employee equal opportunities policy. This includes not discriminating under the Equality Act 2010 and encouraging equality, diversity and inclusivity within the workforce.

Filling this form is voluntary and can be completed anonymously. The information provided will be kept confidential and will be used for monitoring purposes.

For further information regarding the equal opportunities form, contact Carys Kizito via [carys.kizito@welshgymnastics.org](mailto:carys.kizito@welshgymnastics.org) and, should you wish to, please return the form with your application (details on next page).

## Privacy Policy

For information about how we use and store your data can be found [here](#).





### How to apply

Applicants are required to submit their CV and cover letter (no more than 2 A4 sides) to explain how their skills and experience align to the person specification of the role to [hr@welshgymnastics.org](mailto:hr@welshgymnastics.org). The applicants' cover letter will be used for shortlisting, and we recommend you support your answers with examples.

The deadline for applications is 5pm on Friday 6th of June with interviews taking place on Monday the 16th of June 2025.

