

## Job Description

<b>JOB TITLE:</b>	<b>Athlete Network Manager</b>
<b>REPORTS TO:</b>	<b>Executive Chair</b>
<b>TYPE OF CONTRACT:</b>	<b>Full time, Fixed term to March 2021.</b>
<b>HOURS OF WORK:</b>	<b>36 hours per week</b> which may include work in evenings and on weekends and public holidays, as required
<b>LOCATION:</b>	<b>Work from home.</b> Also to include time travelling nationally to various sports when necessary and fixed meetings with the Executive Chair.

### JOB PURPOSE

The Athlete Network Manager (ANM) position is a critical part of BAC's day to day business. The ANM will look to build and maintain strong relationships with the BAC membership, sport Athlete Representatives, and other key stakeholders. The core purpose of this position is to provide insight, information and feedback on the athlete voice on the ground to inform the organisational strategy and operations.

### ROLE SUMMARY:

The post holder will contribute to the achievement of the performance targets, aims and objectives set by the BAC through the following:

1. Developing excellent relationships with all BAC members ensuring all athletes and sports have the appropriate support in place to establish and manage active athlete committees.
2. Maintain and grow the BAC athlete network to ensure there is excellent communication links between the BAC and all athlete members and sports.

3. Co-ordinate and manage the delivery of BAC conferences, seminars and training events relevant to the athlete membership, together the delivery of an annual athlete's day.

#### **KEY RESPONSIBILITIES:**

- To support the design and implementation of all athlete network activities including delivering workshops and other bespoke interventions within the sports environment.
- Provide a link between the BAC Athlete Rep network and the BAC Senior Management Team.
- Ensure that all athlete members, particularly athletes reps (AR) are up to date with the services the BAC provides.
- Ensuring best practice is shared across the AR network.
- Managing the Athlete Network database by building and maintaining a live database of current NGB Athlete Reps and highlighting both gaps and opportunities for sports.
- To play an active role as a member of the BAC, participating positively in discussion and decisions relating to the BAC's future strategy and associated programmes and projects (with particular reference to the athlete network).

#### **Miscellaneous**

- To ensure processes of monitoring, evaluation and quality control, and the observation of key performance indicators across all responsibility areas.
- To attend all meetings, workshops and seminars, whether internal or external, regional, national or overseas, which are reasonably deemed to be relevant to the fulfilment of the demands and responsibilities of this role.
- To maintain the highest standard of professional conduct at all times with stakeholders and colleagues.
- To follow Health & Safety procedures laid down by the Company in order to ensure the safety of self, colleagues and others.

*This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and may be amended from time to time in the light of the changing needs of the organisation through appropriate processes of consultation and the mutual agreement of both parties.*

## **COMPETENCIES**

### **QUALIFICATIONS**

#### **Desirable**

- Undergraduate degree or similar-level qualification

### **KNOWLEDGE AND SKILLS**

#### **Essential**

- Knowledge of the specific performance requirements and needs of elite athletes
- In depth knowledge and understanding of the structure of high-performance sport
- Strong presentation skills demonstrating the ability to engage and influence thinking
- Intermediate knowledge and application of microsoft office packages

#### **Desirable**

- Significant experience as a high-performance athlete, coach or support staff member
- Knowledge of Safeguarding
- Experience of working collaboratively with UK sporting agencies (e.g., UK Sport, Home Nation Sports Councils / Sports Institutes, UKAD)
- Experience of transferring knowledge/practice from one sport to other similar sporting contexts

### **BEHAVIOURAL COMPETENCIES AND QUALITIES**

#### **Essential**

- Innovative and self-assured, able to work alone and self-manage
- Ability to build strong professional relationships
- Working with integrity and honesty to gain the confidence and respect of others
- Committed, enthusiastic and motivated
- Willingness to accept and encourage constructive challenges