

## JOB DESCRIPTION

<b>Designation:</b>	BJA Technical Officer
<b>Responsible to:</b>	BJA Technical Director
<b>Responsible for:</b>	Implementation and delivery of BJA Technical Programmes and Initiatives
<b>Job Description:</b>	The BJA Technical Officer shall have both a responsibility for a defined geographic location and also a national remit. Their main job function is, within a designated area and nationally, to assist in the implementation and delivery of the BJA Technical Programmes and Initiatives with special emphasis of on the programmes and initiatives detailed in the BJA 2009 – 2013 Strategic Plan.

The role will include the following key job elements:

- to assist in the implementation and delivery of BJA Technical Programmes and Initiatives including:
  - managing and promoting BJA Technical Programmes and Initiatives as required to ensure both national and local performance indicators and targets are attained
  - assisting in the implementation and delivery of BJA Coach Education Programmes and Awards
  - assisting in the implementation and delivery of the BJA Grading Schemes
  - assisting in the implementation and delivery of the England Excel Programme and where appropriate UK Performance Plan
  - assisting in the implementation and delivery of BJA Corporate Training Programme
  - responsibility for leading as required on BJA Technical Programmes and Initiatives at national level
  - provision of high level coaching and technical support to strategically identified clubs in order to establish high quality delivery environments
  - strengthening and increasing the technical workforce, giving coaches, officials and volunteers the opportunity for continuous personal development
  - ensuring that clear player pathways in line with National policies are maintained
  - overseeing, for quality control purposes, all BJA Technical Programmes and Initiatives
  - working with clubs and others to ensure their ability to include and support Visually Impaired and Special Needs players
  - provision of a wide range of opportunities for non-competitive players to realise their full potential and to increase their level of participation
  - contributing to the preparation of technical resources and other materials
  - promotion and delivery of the technical aspects of BJA membership recruitment and retention initiatives
  - reporting regularly to the line managers and others and to assist in the preparation and in the submission of reports, plans and budgets as required during the funding cycle

The BJA Technical Officer will share with all colleagues the responsibility:

- for making suggestions to improve the working situation and contribute to positive employee relations within their area of work and the BJA as a whole
- to help develop and maintain a successful image and profile for British Judo both in the UK and worldwide and to contribute to communication activity – including media briefings and publicity of performance activity within the sport
- to co-operate with measures introduced to ensure there is equality of opportunity in employment and sports equity and, in addition, for post holders with a management responsibility, to encourage their staff to ensure that they comply with all aspects of the equal opportunities in employment and sports equity policies and practices
- for ensuring that the working environment is free of sexual and racial harassment and intimidation and any other form of harassment constituting unacceptable behaviour which is personally offensive
- to comply with all aspects of the BJA Health and Safety Policy and Arrangements and, in addition, for post holders with a management responsibility, to encourage their staff to ensure that they also comply with all aspects of these arrangements
- to comply with all aspects of any codes of conduct that might apply by virtue of the BJA having a presence in facilities operated by third parties

## PERSON SPECIFICATION

### EXPERIENCE, KNOWLEDGE AND SKILLS

- Management and Leadership skills
- Exceptional Judo technical knowledge and skills
- High level coaching experience
- Elite coaching experience would be considered an asset but not mandatory
- The ability to operate in an academic environment and complete work on technical resources
- Knowledge of the most up to date coaching methods and procedures
- Knowledge of BJA Technical programmes and systems
- High level administrative skills
- Highly developed presentation skills
- Excellent communication and Information technology skills

### PERSONAL QUALITIES

- Strong leadership qualities and the ability to inspire and motivate staff and volunteers
- Excellent written and verbal communication skills
- Must be self-motivated, able to work under own initiative to tight deadlines and deal with a broad range of issues
- Must have a positive attitude towards making changes where necessary to improve efficiency and performance
- Ability to communicate effectively and network across a diverse range of internal and external contacts and plan, supervise and monitor key areas of work
- Practical problem solving approach and interpersonal skills

### EDUCATIONAL BACKGROUND

- Candidates should have a recognised qualification to the degree or equivalent level but candidates with proven practical experience and proven success may also be considered

### EQUAL OPPORTUNITIES

The British Judo Association is an equal opportunities employer and the post of BJA Technical Officer requires:

- contact with (or influence decision making over) children and therefore will be subject to the satisfactory completion of an Enhanced Criminal Records Bureau background check
- an understanding of and commitment to the BJA's Equal Opportunities policies and Child Protection policies

