



THE BRITISH JUDO ASSOCIATION

JOB DESCRIPTION

LOCATION: BJA Office, EIS Sheffield - as the main base, plus travel in the England network

Post: BJA/EEM

JOB TITLE: ENGLAND EXCEL MANAGER

Responsible to: PERFORMANCE OPERATIONS MANAGER

Responsible for: England Excel Head Coach, England Excel Administrator and working with the 'Performance Cell Coaches'. The person is also responsible for monitoring the England Excel budget.

Overall Purpose of the Job

- To manage the England Excel Programme in its entirety, with technical direction from the BJA Head Coach and the England Excel Head Coach and administrative support from the England Excel Administrator. Strategic consultation will be with the British Judo Performance Directorate (Performance Director, Performance Operations Manager and Head Coach)
- To establish a robust talent identification and development system as an integral part of the BJA performance player pathway. This includes the management of an England Performance Cell network and the development and progression of players onto GB programmes
- To manage a consultation process with Coaches and to effectively implement a Performance Cell Pilot scheme, identifying player and coach requirements
- To create a tendering and full implementation process for the Performance Cell strategy, following evaluation of the Pilot scheme. This will include agreeing programmes, approving budgets, funding mechanisms and engagement with key stakeholders, including the relevant English Area
- To ensure the appropriate technical content is delivered by England Performance Cell Coaches, under the direction of the BJA Head Coach, through the England Excel Head Coach.
- To ensure appropriate cpd programmes are provided for England ExCel staff and Performance Cell coaches
- To ensure the evaluation of players are based on meeting the requirements of the BJPI performance benchmarks, including technical capabilities, physical benchmarks and mental skills attributes. To instil accountable processes for player progression

- To undertake regular Performance Reviews of the agreed programme of delivery, player development and coach development and to ensure defined Performance Cell criteria is met
- To provide regular information and feedback to the England Excel Head Coach and BJA Performance Operations Manager.
- To provide a key contact for all internal and external agencies concerned with England initiatives within Performance Judo.

Key Responsibilities

- To act as a lead contact point for;
 - All Talent Development Agencies concerning English Interventions.
 - Sport England in relation to the England Excel Intervention,
 - AASE, TASS and any future English agencies and initiatives.
 - Any internal BJA requirements relating to the England Excel Intervention.
- To line-manage all England Excel staff
- To implement the England Excel Intervention through establishing Performance Cells and effective integration with the England core programme to meet outcomes as agreed with sport England
- To facilitate and set up Pilots Performance Cells followed by full programmes and undertake six monthly Performance Reviews. This includes fully scoping out detailed criteria for Performance Cells to meet funding requirements
- To ensure Performance Cell coaches fully understand the methodology to identify talent development players, who have the capacity to be developed into elite players. As part of this process effective player inductions to the Performance Cell programme will be required.
- To ensure coaches establish a robust player induction process and learning contracts are developed with players within the Performance Cells
- Together with the England Excel Head Coach, ensure the implementation of the technical content (Fundamental Judo Technical Skills) as directed by the GB Head Coach and to help shape the performance culture required for this age and stage of the player pathway
- To develop initial training and a cpd programme for Performance Cell coaches and to ensure performance coaching resources are regularly updated and disseminated
- To provide a direct communication link to the BJA Performance Directorate- predominantly through the Performance Operations Manager but where necessary with the Gb Head Coach and Performance Director.

- To work closely with the relevant BJA Area to set up accountable systems for 'transfer of grant' and delivery of plan
- To liaise and work with the appropriate lead BJA Technical Officer to agree and implement support for the Performance Cell and development of the performance network
- To monitor success and compliance with the requirements of the England Excel programme

The post holder 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.

General (Special Conditions)

- Must maximise the resources of the BJA at all times.
- Must carry out and operate within the BJA's Safeguarding & Equal Opportunities Policies and strive to achieve any required safeguarding & equality targets
- Must promote a positive image of the BJA in all dealings with internal and external contacts.
- As this role will require the candidate to have working access to the BJA's CRB disclosure process and be a co-signatory for our CRB checks, the successful candidate will be required to complete an Enhanced CRB disclosure.

Proposed Start Date: 1 July 2009 subject to candidate availability

Proposed Contract Term: This job is regarded as a permanent position starting 1 July 2009, but to note it is subject to the continuation of appropriate sports council's funding in the cycle commencing April 2013 and subsequent funding cycles

Place of work: This post is based at the British Judo office, EIS Sheffield, however, regular visits to the British Judo Performance Institute will be required. You will be expected to undertake such travel as is necessary to fulfil your job to the satisfaction of the Association

Salary & Benefits **Salary circa 30k-35k**

A competitive salary and benefits package will be offered to the right candidate.

The benefits package includes, 20 days annual leave, plus 8 statutory public holidays, contributory pension scheme and private health care scheme (subject to qualifying period) and excellent training opportunities.

If you wish to apply for this position please send a covering letter and CV to:

Human Resources
British Judo Association
Suite B
Epinal Way
Loughborough LE11 3GE

Or email to: hr@britishjudo.org.uk

Closing date for applications: **Midday Friday 26 June 2009.**

Interviews to be held in **Sheffield – Date to be confirmed.**

The British Judo Association is an equal opportunity employer



THE BRITISH JUDO ASSOCIATION
PERSON SPECIFICATION

The person specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will be used in the short listing and interview process.

LOCATION: Sheffield main base, plus travel in England Network

Post: BJA/EE

JOB TITLE: ENGLAND EXCEL MANAGER

Responsible to: PERFORMANCE OPERATIONS MANAGER

Education and training:

- Ideally educated to degree level or equivalent

Skills and abilities:

- Excellent management capabilities and working with people
- Sound planning and organisational skills
- Ability to assess and evaluate situations, problem solver
- Effective project management skills
- Computer literate to enable the effective use of IT within the working environment

Knowledge and Experience:

- A strong Manager with a track record in successfully leading a Judo programme
- A sound knowledge and understanding of English Clubs, English Areas and British Judo Performance structures
- Able to work under demanding conditions balancing conflicting demands and tight deadlines

Personal Qualities

- Excellent communication and influencing skills
- Demonstrates emotional intelligence and capable of inspiring others

- Decisive and willing to take responsibility for results
- Committed to continuous personal and organisational improvement
- Ability to develop effective working relationships with colleagues from both within the BJA and from other organisations
- Conveys an image that is consistent with the BJA's values, demonstrating qualities, traits and demeanour that command leadership respect
- Shows integrity and is fair, equitable and ethical in approach. Protects confidential information, adheres to policies and demonstrates loyalty to the BJA and the high performance team
- Willing to work irregular hours and travel extensively both within the UK and overseas, with overnight stays and weekend work
- A commitment to work out of the English Excel Office and across the Performance Cell Network from July 2009 onwards

