

## JOB DESCRIPTION

### High Class Performance Co-ordinator

**AREA: Welsh Institute Of Sport**

**Post: WJA/HCPC**

**Designation: High Class Performance Co-ordinator**

**Responsible to: National Coach**

#### **Responsible for:**

1. The effective provision of administrative support to the high class performance aspect of Welsh Judo Associations activities to include (0.75);
2. The effective administrative organisation of the National Dojo; domestic and international training camps and competitions;
3. The effective organisation and administrative support for performance-related meetings, including athlete selection meetings;
4. The provision of administrative and organisational support for national events;
5. The provision of generic administrative support to the General manager office. (0.25)

#### **Main Purpose of Job**

As an experienced sports administrator, your primary role will be to provide outstanding administrative and support to the National Coach and all performance aspects of the Welsh judo Associations activities, particularly its High Class Performance Squads. The detailed running of the new National Dojo, coordination of domestic and international training camps and competitions (individuals, squads and teams) will be a priority, combined with wider generic administrative support for performance programmes. The post will also provide generic administrative support to other W.J.A. delivery areas as and where required.

#### **Specific Responsibilities and Personal Duties**

##### **Administration and Governance**

- Provide exceptional organisational and administrative support to our National Coach and their performance programmes;
- The detailed coordination of the National Dojo, domestic and international training camps and competitions for individuals, squads and teams;
- Provide effective organisation and administrative support for performance meetings, including selection meetings;
- Any other duties as required to enhance the business of Welsh Judo Association.

##### **Finance**

- The successful candidate will follow the Welsh Judo Associations financial processes;

##### **Other Considerations**

- Be available to work outside normal office hours on occasion;
- Be available to work at events across Wales.

##### **Contract Term:**

- The position is a permanent position, subject to continued financial support from the Welsh judo Association

##### **Salary and Benefits:**

- The position will be for 24 hours per week and Salary offered will be circa £12,000.00, based on relevant experience and skills.

**Closing Date:** February 7<sup>th</sup> 2009

**Interview Date:** Wednesday 18<sup>th</sup> February 2009

**W.J.A.**  
**PERSON SPECIFICATION – PERFORMANCE SUPPORT EXECUTIVE**

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.

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**Experience, Knowledge and Skills**

- Educated to HNC level, preferably in Sport Management or equivalent;
- Highly experienced in Microsoft software systems. To include, (though not exclusively): Word; PowerPoint; Excel; Access;
- Experience of working as part of a cohesive team;
- Experience of working with volunteers;
- Experience of event organisation / administration;
- Experience of organising international group travel would be desirable, but not essential;
- Experience of working within performance sport would be desirable, but not essential.

**Personal Qualities**

- Good communication and people skills;
- Attention to Detail;
- Flexible;
- Adaptable;
- Organised.