



## THE BRITISH JUDO ASSOCIATION

### JOB DESCRIPTION – LONDON DEVELOPMENT OFFICER

(With responsibility to Develop University Sport Links)

**AREA:** British Judo Association

**Post:** BJA/LONDEV

**Designation:** London Development Officer – University Sport

**Responsible to:** London Development Manager

**Responsible for:** N/A

#### Main Purpose of Job

To support the implementation of the BJA's 2009-13 Plan, which requires the following development aims:

- To increase the number of people, particularly 16+ age group, taking part in Judo as members of the Association.
- To develop robust and sustainable links to University Sport
- To support Judo Club development to ensure that more people are participating in a higher quality environment.
- To retain the present members in the sport
- To ensure Judo is increasingly open to all sectors of the community.
- To ensure there is a structured pathway for people to get involved, stay involved and reach their full potential in Judo.

#### Specific Responsibilities and Personal Duties

##### 1. To Implement the Association's 2009 – 20013 Strategic Development Aims

- To work closely with London Universities to develop sustainable Judo links.
- To assess the development opportunities for Judo across the London Universities and the facility provision
- To Analyse potential demands for the sport of Judo and create appropriate London University Sport Development Plan
- To support the writing of and implementation of Area and Club Development Plans in accordance with the aims and objectives of the National Development Strategy
- To take responsibility for implementing the Sports Development Plan in the respective BJA Region.
- To establish partnership agreements in the development of Judo with London Pro Actives and other key agencies.
- To be responsible for communicating BJA strategies (development and otherwise) to Areas, Officials, Members, Squads, Staff etc.
- To work within approved budgets

## **2. To Assist in the Development and Delivery of all Aspects of Development**

- To promote and support Clubs in the application and delivery of the BJA's Club Recognition Scheme
- To be the first point of contact for Judo Regionally in relationship for Higher and Further Education Judo Development and establish effective reporting to Area Committees and associated sub groups.
- To support club partnerships with University Sport Unions and Colleges and other appropriate external partners.
- To set up, manage and monitor appropriate development projects within the organisation.
- To liaise with external partners and agencies including Sport England Regional Office, Sports Coach UK, County Sport Partnerships and other strategically identified agencies.
- To ensure that projects that are inter-related are co-ordinated in the developmental stages.

## **3. Miscellaneous**

- To provide development articles and content for the Website, e-newsletters, Annual Reports and assorted other publications.
- To complete ad hoc tasks as assigned to contribute to the success of the British Judo Association.

## **4. Special Conditions**

- Must be willing to work outside normal office hours on a regular basis.
- Must be available to attend events and championships at locations in Great Britain.
- Must promote the position of the BJA as the national governing body for Judo at all times.
- Must maximise the resources of the BJA at all times.
- Must carry out and operate within the BJA's Equal Opportunities Policies and strive to achieve any required equality targets.
- Must promote a positive image of the BJA in all dealings with internal and external contacts.

## **5. Proposed Start Date**

- August 2009

## **6. Proposed Contract Term**

- Fixed Term Contract to March 2013

## **7. Salary & Benefits**

- A competitive salary and benefits package will be offered to the right candidate to reflect the importance of this position based on experience and skills. The salary Scale is from £19 to £25k plus benefits. A starting salary will not be at the top of the scale.



**THE BRITISH JUDO ASSOCIATION**  
**PERSON SPECIFICATION – LONDON DEVELOPMENT OFFICER**  
(With responsibility to Develop University Sport Links)

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 shortlisting and interview process.

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### **Experience, Knowledge and Skills**

- Minimum of two years experience working with or for a National Governing Body of Sport or similar organisation or demonstrable record of personal achievement
- Excellent knowledge of the Sports Development process
- Must have understand and have experience of strategic working
- Knowledge and understanding of University sport structures
- Knowledge of Judo would be desirable but not essential
- Must understand Club Development
- Experience of working with County Sport Partnerships, LEA's, schools, sports colleges desirable
- Experience of developing and managing sports development programmes including equity specific targeted programmes
- Knowledge of partners across a broad spectrum including funding agencies to support club development
- High level administrative skills
- Highly developed presentation skills
- Excellent communication and Information technology skills

### **Personal Qualities**

- Strong leadership qualities and the ability to 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.

### **Equal Opportunities**

An understanding of and commitment to the BJA's Equal Opportunities policies.