

# PERFORMANCE MANAGER

**Job Title:** Performance Manager

**Department:** Performance Pathway & Operations

**Salary:** Competitive

**Reports To:** Performance Pathway & Operations Director

**Direct Reports:** None

**Key Relationships:** Centre Manager, Logistics Manager, Performance Pathway & Operations Director, Performance Director, Coaches, Sport England, TASS, Sports Aid, South Gloucester and Stroud College, Data Analyst.

**Location:** British Judo National Training Centre & Head Office, Walsall (with occasional domestic travel)

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## Purpose of the Role

The Performance Manager is responsible for overseeing the administrative aspects of the British Judo Performance Projects and Performance Pathway & Operations, ensuring the delivery of a seamless, high-quality delivery of the programmes, initiatives and smooth running of the organisation. This role focuses on managing logistics, data analytics, and performance operations to optimise British Judo's strategic and performance outcomes.

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## Key Responsibilities

### 1. Operational Leadership

- Oversee all performance operations, ensuring alignment with British Judo's strategic objectives and UK Sport and Sport England funding requirements.
- Manage the performance pathway's and BJAs day-to-day operations, including logistics, data management, and administrative processes.

### 2. Team Management and Collaboration

- Work closely with the Performance Pathway and Operations Director and coaches to ensure operational and data needs are met efficiently.
- Facilitate collaboration across multidisciplinary teams to ensure the day to day running of the BJA performance and business projects.
- With the GB HN Coach, lead the induction processes for new fighters onto the WCPP.
- Lead the Diploma in Sporting Excellence (DiSE) programme including selection processes and delivery being a key contact for the South Gloucester and Stroud College, coaches, athletes and parents.
- Lead on the Talented Athlete Scholarship Scheme (TASS) programme including selection and delivery mechanisms in alignment with the England Programme.

- Lead on Sports Aid award programmes and key contact for parents and coaches.
- Collaborate with GB HN Coach, Performance Pathway & Operations Director and England Coaches to ensure that clear, fair selection processes are in place up to and onto the WCPP.

### **3. Performance Analytics and Reporting**

- Oversee the collection, analysis, and presentation of performance data to inform strategic decisions.
- Ensure data insights are effectively communicated to coaches and stakeholders, supporting evidence-based decision-making.
- Monitor key performance indicators (KPIs) to evaluate programme success and identify areas for improvement.

### **4. Logistics and Resource Management**

- Ensure training camps, competitions, and other key events are planned and executed with precision, adhering to health & safety and safeguarding policies.
- Manage budgets and resources for operations, ensuring value for money and compliance with financial policies.
- Coordinate travel, accommodation, and logistical arrangements for athletes, coaches, and support staff.

### **5. Governance and Compliance**

- Ensure all operational activities comply with safeguarding, health & safety, anti-doping, and data protection regulations.
- Conduct regular audits of operational processes to ensure alignment with organisational and legal standards.

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### **Key Success Measures**

- Efficient delivery of operational and logistical support to the performance team.
  - Delivery of DiSE, TASS and Sports Aid.
  - Supporting the management and delivery of GDPR, ICT, Health & Safety and other cross department policies.
  - Positive feedback from athletes, coaches, and stakeholders regarding programme operations.
  - Timely and accurate reporting of performance data and operational outcomes.
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## **Skills and Competencies**

### **Operational Expertise**

- Strong understanding of logistical planning and resource management.
- Ability to manage multiple projects across a range of topic areas.
- Understanding of operational compliance, policy and process.

### **Leadership and Collaboration**

- Proven ability to manage complex operations within a high-performance environment.
- Demonstrated ability to lead and inspire a busy operational team.
- Strong interpersonal skills, with the ability to build trust and collaboration among diverse stakeholders.

### **Data Management and Analysis**

- Expertise in managing and interpreting performance data to inform decision-making.
- Proficiency in data management tools and software.

### **Values and Behaviours**

- Embodies British Judo's core values of respect, modesty, friendship, courage, courtesy, honour, honesty, and self-control.
- Demonstrates a commitment to inclusivity, ethical practices, and excellence.

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## **Qualifications and Experience**

### **Essential:**

- Proven experience in managing operations within a high-performance sports environment.
- Strong knowledge of data analytics and reporting processes.
- Current safeguarding certification and enhanced DBS clearance.

### **Desirable:**

- Degree in sports management, business administration, or a related field.
  - Experience working with UK Sport and Sport England funding programmes.
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### **Special Conditions**

- This role requires regular and extensive contact with children and therefore will be subject to the satisfactory completion of a Criminal Records Bureau background check
- The Job Description may be subject to change at any time at the discretion of the BJA and in accordance with business developments. Any changes will be communicated to and consulted with the post holder appropriately.

British Judo is committed to fostering a diverse and inclusive workforce. We actively encourage applications from candidates of all backgrounds, particularly those from underrepresented groups, including women, ethnic minorities, individuals with disabilities, and LGBTQ+ candidates. We believe that diversity of experience and perspective strengthens our organisation and enhances our ability to serve our community. British Judo is committed to Sport England and UK Sport requirements for all NGBs to have a Diversity Inclusion Action Plan (DIAP). British Judo is proud of the DIAP and would encourage all candidates to take an opportunity to read this [HERE](#).

We are also open to considering applications from individuals who possess strong transferable skills or can demonstrate an aptitude for the role, coupled with a genuine appetite to embark on a learning journey with us. If this sounds like you, and you believe you meet some of the requirements but are eager to develop further and are ready to put in the effort to achieve the rest, we want to hear from you. Get in touch and tell us why you are a great fit for British Judo.

If you require any reasonable adjustments during the application process or wish to discuss any particular needs, please do not hesitate to contact us. We are committed to creating a supportive and accessible environment for all applicants.