

Role Description

Title:	Performance Operations Manager (Maternity Leave Cover)
Location:	National Curling Academy, The Peak, Forthside Way, Stirling
Contract Type:	Fixed term until August 2022 (Maternity Cover)
Salary:	Circa £35,000
Responsible to:	Executive Performance Director

Role Summary

The purpose of this role is to effectively lead and manage the operations support for the British Curling World Class Programmes (Olympic and Paralympic) and the Scottish Performance Foundation Programme.

Key Objectives

- To support the Executive Performance Director in implementing and reviewing the strategic plan and in adhering to internal and external reporting requirements.
- To ensure that the operational systems, policies, and practices reflect best practice, effectively underpin the operations of British Curling and are consistent with the organisations values.
- Work with key stakeholders to ensure National Curling Academy (NCA) meets the programme needs and provides a high-quality daily training environment.
- To ensure that competition schedules, including Major Championships, are planned, delivered, and reviewed and are underpinned by effective logistical planning and implementation.
- To liaise with the Executive Performance Director and other programme line managers to ensure that there is a system for delivering and monitoring individualised and aspirational development plans for all Programme staff.
- To liaise with the Executive Performance Director and finance team to establish, manage and monitor the budget for British Curling and produce the financial reports required by the British Curling Board and other stakeholders.
- To work with the Head Coaches and coaching team to ensure effective and efficient programme planning throughout the season
- To ensure that the Programme operations meet best practice in the areas of ethics, Anti-Doping child protection, welfare, staff recruitment, athlete selection and induction and health and safety.
- To ensure that technical and organisational data and knowledge are captured and disseminated securely, legally and effectively.

- Be an active and positive member of British Curling’s Senior Leadership Team. This to include ensuring that all communication of decisions from the SLT is made to other programme groups/personnel. Furthermore, manage the programme’s established groups’ meetings and ensure that internal communication between them and the whole programme is effective.
- To provide project management and operations support for specific improvement projects within the programme
- To provide operations support to the Executive Performance Director and British Curling Board of Directors

Person Specification

Criteria/Attributes	Essential	Desirable
Experience and Qualifications	<p>A background and recent experience of operating in performance sport and a thorough working knowledge of the current UK high performance sporting landscape</p> <p>Experience of working in a fast paced environment where there is a high expectation of achievement.</p> <p>Experience of translating organisational strategies into clear and actionable operational plans.</p> <p>Experience of successfully managing relationships with key stakeholders to foster collaboration.</p> <p>Experience of creating and managing budgets, ensuring that resources are allocated in pursuit of organisational objectives.</p> <p>Experiencing of delivering processes and projects, which includes multiple activities</p>	<p>Educated to degree level or equivalent gained through a minimum of three years’ work experience</p> <p>Detailed, practical knowledge and understanding of the GDPR and Data Protection legislation</p> <p>Experience working with Coaches and Athletes in Olympic sports.</p> <p>Experience working with NGBs, NOCs and Ifs</p> <p>Experience working at major sporting events</p> <p>Experience of working in a multi-disciplinary support team.</p> <p>Working knowledge of finance systems such as Xero and Dext</p> <p>Management of full and part time staff.</p> <p>Safeguarding experience</p>

	<p>with different deadlines, work to set priorities and achieve against targets with finite resources</p> <p>Experience of managing demands, pressure and the needs of a diverse team.</p> <p>Experience of administering organisational policy</p>	
Skill and Abilities	<p>Proven record of delivering in a high-performance environment</p> <p>Strong organisational planning</p> <p>High standard of quality and accuracy, with exceptional attention to detail</p> <p>Highly organised and able to effectively deliver upon multiple projects</p> <p>Excellent working knowledge of Microsoft Office 365 including Word, Excel, Outlook, Team and PowerPoint applications</p> <p>Excellent presentation, communication and influencing skills</p> <p>Ability to develop strategic and collaborative style to work positively in partnership with different stakeholders</p> <p>Ability to analyse, problem solve and use initiative</p>	
Personal Attributes	<p>Enthusiastic, energetic, hard-working and reliable</p> <p>Flexible approach to changing work tasks</p> <p>Strong team player with the flexibility to support other staff members within the organisation</p>	

	Positive approach to dealing with challenging issues Ability to build and maintain effective relationships with internal and external stakeholders Self-motivated	
Other	Willingness to work unsociable hours and weekend if required	In possession of a valid UK driving licence, with the use of a car (mileage allowance will be paid for business use)

To Apply

Applications should be made via CV and a covering letter outlining your skills and experience specific to the role.

Please submit your application to Stephanie.Stewart@britishcurling.org.uk with specific reference POM21 in the subject line.

Any questions regarding the role can be sent to stephanie.stewart@britishcurling.org.uk.

Interviews will be held on Monday 10th and Tuesday 11th May.

Please note that we are unable to respond to all applicants and as such, if you have not been contacted by Friday 7th May you should consider your application as unsuccessful on this occasion.

British Curling is committed to selecting and appointing staff solely on the basis of their ability to do the job for which they are being recruited and welcomes applications from all sections of the community.