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# Performance Pathway Manager (PT)

Ice Dance and Synchronized Skating

VACANCY

CLOSING DATE FOR APPLICATIONS 29th April 2024

INTERVIEWS WEEK OF 6th May 2024

**Last updated: 14/04/24**

British Ice Skating wishes to recruit a Performance Pathway Manager (Ice Dance and Synchronized Skating) and is now inviting applications.

### About British Ice Skating

British Ice Skating is the trading name of the National Ice Skating Association (NISA).

Established in 1879, British Ice Skating is a membership association, and operates as a company limited by guarantee. British Ice Skating is recognised by the International Skating Union (ISU), the British Olympic Association (BOA), UK Sport and the Home Nation Sports Councils as the National Governing Body (NGB) for the sport of ice skating in the United Kingdom.

The Board and CEO of British Ice Skating are leading the association and the sport through a period of significant transformation and modernisation, making now a time of great change and opportunity.

### About the Sport

Ice skating is structured into two divisions - Speed Skating and Figure Skating. Speed Skating consists of the Olympic disciplines of Long Track and Short Track, whilst Figure Skating covers the disciplines of Singles/Pairs, Dance and Synchronised of which only Synchronised is not an Olympic discipline.

There are approximately 120,000 people who skate regularly in the UK, and almost 5,000 individuals and 60 clubs are members of British Ice Skating. With offices based in Sheffield, British Ice Skating provides educational services, competitive opportunities, and development programmes for all levels.

Ice Skating has a proud history of British medal success at the Olympic Games, especially during the 1970s and 1980s, through which stars Jayne Torvill, Christopher Dean, Robin Cousins and John Currie became household names. This season we have secured £2 million investment for performance and progression with skaters achieving Speed Skating World Championship Medal for the first time in 72 years, a Silver Medal in Ice Dance at Europeans, and 4th Place in Junior Worlds for Ice Dance.

### About the Performance Pathway Manager Position

BIS is now looking for an individual with the knowledge, skills and experience to join the company as Performance Pathway Manager, who will bring their dedication and drive to this key role to make it a success.

The successful candidate will be joining a small, friendly, dynamic team, which works to support and promote the sport, to engage ever more people in ice skating. British Ice Skating is committed to the vision of inspiring a passion for ice skating that is inclusive and accessible for all.

Our Performance Pathway aims to drive a culture of excellence, from grassroots to world stage, helping skaters and coaches reach their full potential, with this new position playing a fundamental role in the organisation achieving its goals.

### How to apply

To apply, please send your CV, together with a covering letter that explains what motivates you to apply and how you meet our requirements, along with the Equality Monitoring Form, by email to: [sarah.logie@iceskating.org.uk](mailto:sarah.logie@iceskating.org.uk)

# Performance Pathway Manager JOB DESCRIPTION (JOB SHARE)

Job Title: **{{employee.fullname}}** Performance Pathway Manager (Job Share):

*Ice Dance and Synchronized Skating*

Reports to: Head of Performance{{company.client\_legal\_name}}CE

Contract type: Permanent, Part Time, 3 days per week{{company.address1}}

Salary: £28,000 - £34,000 pro rata

Normal Location: Flexible – Home, BIS Office and Travel

Normal Working Hours: Negotiable

## JOB PURPOSE

The post holder will lead, develop and implement the BIS Ice Dance and Synchronized skating Performance Pathway initiatives that identifies, nurtures and develops skaters who have the potential to win medals at the Olympics and other major senior Championships. An essential member of the Performance Leadership Team, the post holder will deliver findings and recommendations to the Head of Performance and Performance Leadership Team.

## KEY RESULTS AREAS

* Support the delivery of the Milan-Cortina 2026 Strategy and beyond
* Uphold and advocate British Ice Skating Performance values and behaviours at all times
* Management of the Progression budget (assisting the BIS Finance Manager)
* Proactive member of the Performance Leadership Team to support the performance planning of our athletes and coaches
* Lead and deliver inclusive and effective ice skating pathway initiatives align with the 2026 Progression Strategy
* Lead on Home Nations funding opportunity, such as: Sports Aid, Backing the Best
* Support the Head of Performance with the 2026 planning and submission to UK Sport and the Home Nation Funding Agency for the 2030 Olympic cycle

## Performance Pathway & Key Development Programmes

* Manage the role out of Ice Dance progression initiatives
* Work with the Head of Performance to develop the BIS performance matrix
* Take on Team Leader role at international events, supporting skaters, coaches and staff in competition
* Maintain and enhance the national tracking and monitoring system that allows a skater’s individual progression to be objectively quantified against a medal winning trajectory

## Stakeholder Engagement

* Deliver effective communication to pathway athletes, coaches, parents and clubs to share and onboard key stakeholders to the development philosophy of BIS as appropriate
* Engage with the International Skating Union Development Commission to maximise technical development opportunities
* Work with the BIS performance Technical Advisory Committee (TAC) to ensure appropriate selection policies are created for GB Development squads and international competition

## Strategy Development & Management

* Be a strong advocate for all Performance Pathway activity at relevant strategic planning – UK Sport and Sport England – operational and funding meetings as agreed with the Head of Performance
* Financial management and integration of pathway budgets across multiple financial streams

## People Management & Development

* Line Management of BIS staff
* Support the design and delivery of the coach education programme to accompany the progression initiatives
* Performance manage the pathway consultant coach(es) ensuring the post holder(s) operate to the highest standards required by the BIS and is achieving its goals

The job description may be subject to change as required by the Head of Performance

# ASSIGNMENT AND REVIEW OF WORK

Work is assigned by the Head of Performance, Senior Management Team and the Board’s Strategic and Operational Plans.

The post holder prioritises their own work within agreed objectives in accordance with the organisations policies and procedures.

The post holder is subject to general direction and will discuss conflicting priorities with the Head of Performance.

The post holder continuously reviews their work to ensure satisfactory standards are achieved and the Head of Performance will review work generally for quality and quantity and the achievement of objectives within timescales according to the formal performance appraisal system and informally as required.

Undertake ongoing training and personal development, to enhance skills and abilities for the role.

# COMMUNICATIONS AND WORKING RELATIONSHIPS

## Internal

BIS Team:

* Performance, Development and Coaching teams
* Senior Management
* Office team

## External

BIS Members and the wider sporting system

* Skaters
* Coaches
* Ice rinks, clubs, Local Authorities and other partners
* ISU
* UK Sport
* Home Nation Funding agencies

# JOB ROLE STATEMENT

This is an exciting opportunity for an individual with a passion for people development and a desire to embed cultural change across the sport of Ice Skating. Implementing exciting new pathway programmes in Ice Dance and Synchronised skating that support and nurture the development of skaters and coaches to reach their potential.

# Person Specification:

## Essential:

* Proven track record in a sport administration role
* Ability to prioritise tasks and work to deadlines
* Self-motivated, creative, forward thinker
* Ability to manage budgets and maximise resources.
* Highly literate and numerate with excellent attention to detail
* Excellent interpersonal skills
* Skilled at working as part of a team
* Experienced in working with diverse and remote teams
* A can-do attitude and willingness to take on new challenges
* Ability to work evenings and weekends, if required

## Desirable:

* Knowledge of sports development principles
* Advanced skills in working with Microsoft Excel
* A keen interest in sport
* An understanding of the High Performance Sport environment

# Additional Information:

## Anti-Doping

The post-holder will be expected to become fully conversant with the core requirements of the WADA Anti-Doping Code and its requirement on coaches and Team Support personnel to set a good personal example in this field. When directly working with athletes the post-holder will have a responsibility to inform them appropriately of the Code’s application to them and to influence them in following a ‘drug-free’ culture.

## Hours

The post-holder’s hours will be flexible to reflect the needs of the role and, while maintaining an appropriate work/life balance, will include time in evenings, at weekends and over public holidays. Standard working hours are 21 hours a week although flexibility is required in order to ensure core objectives are achieved. National and International travel may be required.