



BHA Role Description: **Performance Co-ordinator**

Location:	Homebased with occasional travel to UK-based training camps
Contract Type:	National Squads Support Fund – Performance Co-ordinator
Contracted Rate:	IR35 compliant self-employed contract (~1 day per week – TBD, £25,000 pro-rata)
Responsible to:	Chair of the Board

About the British Handball Association

The British Handball Association ('BHA') is the governing body for high performance international handball in the UK. It is responsible for the Great Britain national teams at all age groups, as well as elite coaching. The England Handball Association and Scottish Handball Association are the BHA's sole members, and are responsible for the grassroots development of the sport, as well as national and regional league and cup competitions, in their respective countries.

The BHA embraces equality, diversity and inclusion both on and off the field of play where everyone can participate, we encourage applications from suitably qualified and eligible candidates irrespective of their gender, ethnicity, religion, belief or sexual orientation. If appointed you will need to provide us with a copy of your Passport and if relevant, a work permit to show you have the right to work in the UK.

About the role

The BHA has recently secured National Squads Support Funding (NSSF) from UK Sport of up to £375K over four years targeted at enhancing the performance of our Senior Men's and Women's squads. This funding brings with it conditions across safeguarding, anti-doping, financial management, corporate governance, equality & inclusion, athlete engagement, coaching and development. You will be responsible for leading the operational planning and implementation of these requirements including quarterly progress reports to UK Sport.

Key responsibilities

- Supporting the delivery of the UK Anti-Doping approved education strategy and co-ordinate its implementation, with the BHA Anti-Doping Lead.
- Safeguarding: Overseeing safeguarding issues for the GB programmes including enhancing and implementing policies and procedures, with the support of the BHA Safeguarding Lead, to ensure the compliance with the Ann Craft Trust Adults at Risk in sport framework and the NSPCC's advanced standard in Child Protection in Sport
- Monitor progress and achievement against the NSSF agreed Goals and Campaign Plan
- Work alongside the Board Director for Performance, GB coaches and Performance Group to support on the delivery of the campaign plan
- Work alongside the Board Director for Finance and Governance to create transparent financial accounting records that detail how BHA funding is spent against agreed budget forecasts

- Monitor progress against the advanced Equality Standard implementation plan specified by UK Sport
- Support the Board in implementing the action plan for achieving Tier 2 compliance with the Code for Sports Governance
- Co-ordinate athlete engagement including induction and maintenance of key policies (e.g. selection, grievance, Data Protection, safeguarding etc)
- Collate evidence of required standards of medical governance, as agreed with UK Sport and the Minimum Standards of EIS Medicine and Science Recruitment
- Co-ordinate selection, recruitment, and performance management of coaching staff
- Report to the BHA Board quarterly on progress against the NSSF agreement conditions and any other related issues which may arise
- Represent the BHA at relevant stakeholder meetings as may arise from time to time

Person Specification

The successful candidate will be:

- Able to support, challenge and work collaboratively with the Chair and other Board Members
- Able to build and maintain strong, transparent relationships with key contacts to facilitate collaboration and capture emerging best practice
- An excellent communicator, with strong interpersonal skills
- Self-motivated – someone who can take ownership and prioritise whilst working on their own and as part of the wider BHA governance structure
- Committed to the sport and the organisation
- An innovative thinker with ability to focus on the key issues to be dealt with
- Dynamic, enthusiastic, and energetic
- Resilient and ability to make things happen
- Willing to be an ambassador for the organisation and the sport
- Willing to adhere to the BHA Board Code of Conduct

Essential skills, experience and qualifications:

- Project management/ co-ordination skills, proven track record of project planning and delivery
- Demonstrable budget management experience
- Knowledge of the statutory framework in relation to safeguarding children and adults
- Sufficient educational attainment to demonstrate ability to carry out the role to the required standard.
- Ability to act with discretion and to maintain complete confidentiality
- Enjoys multi-tasking, is well organised with a high attention to detail
- Service and solution oriented

Desirable skills, experience and qualifications:

- Knowledge of UK Anti-Doping requirements
- Previous experience of responding to and investigating safeguarding concerns and referrals
- Experience of undertaking corporate governance activities e.g. Companies House notifications, agendas, minutes
- Working knowledge of sport

Note: References, credit checks and enhanced DBS checks will be required.

How to apply:

Please send a covering note and CV identifying your suitability for the role to office@britishhandball.com. If you have any questions regarding the role, please email office@britishhandball.com.

Closing Date: Thursday 11th November

Interview date provisionally 18th November