

**JOB DESCRIPTION**

<b>Job Title</b>	Performance Programme Manager
<b>Team</b>	Aquatics Team
<b>Office Base(s)</b>	University of Stirling Sport with regular travel across Scotland
<b>Reports To</b>	National Coach
<b>Key Relationships</b>	<ul style="list-style-type: none"> <li>▪ Director of Aquatics</li> <li>▪ <b>sportscotland</b> Institute of Sport High Performance Manager</li> <li>▪ <b>sportscotland</b> Institute of Sport Network Managers</li> <li>▪ <b>sportscotland</b> Institute of Sport Network discipline Leads &amp; providers</li> <li>▪ National Programme Athletes</li> <li>▪ Coaches</li> <li>▪ Performance Centres and Performance Development Clubs</li> </ul>
<b>Job Purpose</b>	<p>To provide input to the strategic direction of the “supported athletes” and strategic support to the “stronger clubs” strands of the Scottish Swimming Corporate Plan with the key aim:</p> <p>“To enhance the aquatic pathway, ensuring athlete development through effective partnerships, coach education and the evolution of daily training environments”</p> <p>Providing support to the National Coach, Disability Performance Development Manager and Executive Officer (Performance).</p>

**1 General**

- 1.1 Lead the development and implementation of the Effective Athlete Development and performance centre aspects of the “Supported Athletes” section in the Scottish Swimming Corporate Plan, covering athletes in swimming, para-swimming and diving.
- 1.2 Support the Scottish Swimming Club Development Manager in the development and implementation of the performance development aspects of the “Supported Athletes” section of the Scottish Swimming Corporate Plan.
- 1.3 Major Events – lead on the planning for Commonwealth Games preparation camps\* and act as the main partnership connection with Commonwealth Games Scotland.
- 1.4 In conjunction with the “Honorary Medical Officer”, British Swimming and the Director of Aquatics, lead the implementation of the Clean Sport Plan for Scottish Swimming and UKAD Framework Assurance.
- 1.5 Support the Director of Aquatics, Director of Services and the “Honorary Medical Officer”, in the development and implementation of the Scottish Swimming Mental Health and Wellbeing strategy

\*to be discussed for the 2022 Commonwealth Games

**2 Effective Athlete Development**

- 2.1 Deliver a National Programme supporting the process of athlete development and self-determination.
- 2.2 Act as Scottish Swimming's strategic lead for support services. Review and assess athlete/coach/programme needs and lead the negotiation and finalisation of the **sportscotland/Scottish Swimming** service level agreement for athletes and coaches. In addition, integrate and coordinate the approach with British Swimming for delivery to athletes and coaches involved with the World Class programme.
- 2.3 Lead on the implementation of the Scottish Swimming/**sportscotland** service level agreement for athletes and coaches including the coordination of Institute Network Managers, Discipline Leads and providers.
- 2.4 Attend Scottish Swimming, Institute Network and British Swimming meetings, as appropriate.
- 2.5 Facilitate and encourage effective communication and good working relationships between coaches and service providers.
- 2.6 In conjunction with the National Coach, lead the planning of the Scottish Swimming National Programme.
- 2.7 Working with the National Coach and other stakeholders (e.g., National Swimming Committee), evolve the competition structure supporting the needs of developing athletes
- 2.8 Coordinate performance weekends and Scottish Swimming led camps based in Scotland, negotiating Institute support and Team Manager support as required.

### **3 Performance/Performance Development Environments**

- 3.1 Continue to develop four effective swimming Centres/Hubs delivering strongly to Scottish Swimming performance outcomes.
- 3.2 Drive regular meetings between coaches and support personnel in all four Hubs.
- 3.3 Support and enhance performance development environments across Scotland, contributing towards underpinning measures and performance outcomes.
- 3.4 Work primarily with the Disability Performance Development Manager, Club Development Manager and National Coach to support the delivery of outcomes.

### **4 Coaching**

- 4.1 Develop a rapport with coaches, in tandem with the Director of Aquatics and National Coach.
- 4.2 Provide on-going support for coaches as and when required (troubleshooting).

### **5 Corporate**

- 5.1 Attend national and international swimming events as appropriate and agreed with the Director of Aquatics.
- 5.2 Prepare reports and information bulletins for Scottish Swimming and Institute of Sport publications (where appropriate) and other publications as necessary.
- 5.3 Lead, support and supervise students and additional administrators working to support the performance team.
- 5.4 Any other duties as deemed necessary with the Director of Aquatics.

### **General**

- 1 Promote Scottish Swimming both within and out with the work environment.
- 2 Deliver Scottish Swimming customer care standards in the work environment.
- 3 Attend, draft reports and contribute to Board, Council, Management and Staff Meetings as appropriate.
- 4 Maintain knowledge of and adhere to the published Scottish Swimming policies as printed in the Staff Handbook.
- 5 Maintain own personal development records and ensure that interim review and annual appraisal documentation is signed off and lodged according to company policy and timescale.

The above job description will be subject to annual review to reflect the needs of the Scottish Swimming and sportscotland corporate plans.

### **Person Profile – Pathway and Performance Programme Manager**

#### **Knowledge, Skills and Abilities**

- Knowledge, understanding and experience of performance sport and performance/performance development environments.
- Knowledge, understanding and experience of the planning and implementation of support services at a performance level.
- Knowledge and understanding of swimming at a National level.
- Understanding of the coaching process
- Experience of working with coaches and different ages and abilities of athlete.
- Ability to apply principles of athlete development effectively and practically.
- Excellent relationship management skills.
- Effective communicator with coaches, athletes, support staff and parents.
- Experience of periodization within performance sport.
- Knowledge of the principles of Long-Term Athlete Development.
- Understanding of support service delivery.
- Excellent planning, organisational and time management skills.
- Excellent verbal and written
- Ability to have flexible working hours.
- Ability to motivate and enthuse volunteers.

#### **Qualifications and Training**

- University Graduate
- Extensive experience of working within a performance sport environment.
- Experience of coaching.
- IT Skills – competent with Microsoft Office products and means of online communications.