

JOB DESCRIPTION

Job title: Talent Development Manager

Reporting to: Chief Executive Officer

Workers responsible for: Volunteers, Coaches, Academy Leads

Works with: Talent & Performance Sub-Group

Purpose of the Job: To develop the England Talent Pathway (ETP) to provide a unified route for English Players working towards reaching their potential and transitioning into the UK Transition Programme.

Hours worked: Full Time. This role will include travelling, some unsocial hours and supporting weekend deliveries.

Salary: Band 3

Based at: Boccia England National Headquarters with travel throughout England and the remainder of the UK when required.

Accountabilities and objectives
<p>Programme Delivery – To co-ordinate the implementation and monitoring of the England Talent Pathway (ETP).</p> <ul style="list-style-type: none"> • Contribute to the evolution of the Boccia England strategic plan relating to Talent. • Manage athlete progression through the ETP up to the England Performance Group (EPG). • Work closely with the EPG Co-ordinator to ensure effective delivery of the EPG programme including movement between the EPG and the Academies. • Oversee the recruitment of the coaching and support team to support the delivery of the EPG Programme, in conjunction with the EPG Co-ordinator.
<p>Talent ID – Deliver national talent development strategies that identify new players with potential to graduate through the ETP to the UK Boccia World Class Programme.</p>

- Co-ordinate the agreed talent identification methods using a range of scouting and player assessment processes including Boccia England's area and regional assessments.
- Ensure selection and de-selection policies are current and fit for purpose, and manage the appeals process as guided by the Talent and Performance Sub-Group.
- Populate the ETP with potential talented athletes who meet the relevant profiles.
- Use technology and standardised templates to manage talent assessment reporting.
- Support the implementation of the talent scouting development programme.
- Feedback to athletes following talent assessments.

Athletes – Support the identified England Talent Pathway's athletes with Paralympic potential through the coordination of accelerated coaching, performance support services and developmentally focused competition opportunities.

- Coordinate the Talented Athlete Scholarship Scheme (TASS), to ensure that identified future Paralympic potential athletes receive the right quality and quantity of coaching and performance support services.
- Monitor and provide feedback on the development of prospective Paralympic athletes through effective tracking and monitoring tools including training diaries, performance plans and annual reviews.
- Work with the EPG Co-ordinator to ensure implementation of personalised training programmes, Individual Athlete Plans and training diaries for EPG and Unlock+ and provide support to players at competitions when required.
- Coordinate the athlete classification process, ensuring Regional and National classifications are carried out by trained workforce in accordance with the classification procedure.

Academies – Support the Boccia England Academies, lead in the implementation of Talent ID, screening and development programmes through the Academies network.

- Oversee and co-ordinate the athlete academy programme and the Boccia England Academy Leads through direction, monitoring and education.
- Ensure the provision of support, training and effective communication to identified coaches to ensure they are effective in their coaching.



- Ensure Academies are optimally supported with agreed development plans, effective coaching, good facilities and regular sessions.
- Facilitate a regular Academy Lead Forum.
- Embed Academy blue print to ensure optimal talent development environment.
- Ensure regular screening of Academy athletes and provide access to trials with the England Performance Group.
- Regular site visits to Academies to support Leads and embed development plans.

Partnerships–Sustain effective working relationships with key partners via the Development team

- Represent England at the Performance Implementation Group (PIG) meetings.
- Work in collaboration with colleagues on joint initiatives to ensure that key partnerships for Talent are being communicated with and that talent development is represented within development team initiatives.
- Ensure intelligence and insights from the world class programme are continually cascaded and embedded where appropriate into the EPG programme, and academies when appropriate.
- Ensure athlete information and data is captured to provide effective monitoring and tracking of athletes within EPG programme and academies.
- Liaise with the Workforce Manager and Home Countries to support the development of coaching and support staff.
- Provide updates for the Talent and Performance Sub-Group to monitor progress and development of EPG Programme.

People Management – Support designated contractors to achieve highest possible levels of performance.

- Effective coordination of Academy Leads and EPG coaches including defining roles and responsibilities; clear communication; reviewing performance; providing support and guidance.
- Provide support to the EPG co-ordinator.



Finance and Budget Management – Ensure effective control and reporting of budgets.

- Coordination of annual budget planning and monitoring of performance against budgets for own work programmes and projects.
- Effective management and monitoring of the specific budgets for talent programmes, with clear means of measuring progress.
- Contribute to relevant funding bids.

General Requirements

- Manage own workload effectively.
- Be committed to continuous improvement.
- Provide excellent and timely customer service with both internal and external communications.
- Use and share knowledge and expertise to promote boccia and develop Boccia England.
- Be an advocate for Boccia England and the sport of boccia.
- Any other tasks or responsibilities as deemed appropriate by the CEO Boccia England

PERSON SPECIFICATION

	Essential	Desirable
Qualifications & Training	<ul style="list-style-type: none"> • Qualification or training in Sports Science, Sport Development or similar • GCSE in English and Maths grades A-C or equivalent 	<ul style="list-style-type: none"> • Minimum UKCC Level 2 Qualification in coaching • Degree level qualification, or equivalent, in Sports Science, Sport Development or similar
Knowledge	<ul style="list-style-type: none"> • Detailed technical understanding of boccia or significant knowledge/ experience in another sport • Knowledge of classification in disability sport • Knowledge of performance and talent systems and pathways within sport 	<ul style="list-style-type: none"> • Knowledge of voluntary sector • Knowledge of event management • Knowledge Talent Delivery and the World Class programmes run by UK Sport • Knowledge of the national sport landscape, and the key stakeholders in relation to national, regional and



	<ul style="list-style-type: none"> • Knowledge of holistic athlete development for talented athletes (including strength and conditioning, sports analysis, sports psychology, physiology and physiotherapy) • Knowledge of disability sport and the implications for disabled athletes and service delivery 	local delivery of sport and physical activity
Experience	<ul style="list-style-type: none"> • Experience of project delivery • Experience of athlete development • Experience of sport development • Experience of coaching 	
Skills & Abilities	<ul style="list-style-type: none"> • Empathy for athletes • Social and emotional intelligence • Effective use of MS Office programmes and other relevant technology • Excellent communication skills, both oral and written • Analytical and problem-solving skills • Good organisational and time management skills • Ability to be proactive • Ability to work on own initiative and under pressure • Ability to self-motivate • Ability to work within a team structure • Ability to develop effective working relationships • Ability to self-assess and be open to feedback 	
General Attributes	<ul style="list-style-type: none"> • Professional attitude • Motivated and results driven • Respectful and inclusive 	



	<ul style="list-style-type: none">• Honest and fair• Committed to equality and diversity• Car owner and driver or ability to travel independently	
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