

JOB DESCRIPTION -Lead/Performance Team Manager

Responsible To:	PTMs responsible to LPTM, LPTMs responsible to Equality & Safeguarding Manager/CEO
Type of Contract:	Voluntary
Hours of Work:	Pre, during and post Junior international events, major championships and talent training camps
Salary:	Voluntary + agreed expenses Including subsistence allowance

We are looking for applications from volunteers who would like to help with our international programme to support the further development of the Talent Pathway.

British Fencing is responsible for supporting fencers to attend the nominated FIE Junior World Cup Competitions each season. Each weapon has four nominated events (these can be found on the British Fencing website at http://www.britishfencing.com/GBR/selections_and_rankings/). British Fencing relies on volunteers to staff these events and we appreciate the hard work that our volunteer Lead/Performance Team Managers have done over the previous seasons.

1. Main Purpose:

- To act as the Lead/Performance Team Manager and identified competition organiser for the British fencers travelling to U20 World Cup events in the 2017-2018 Season
- To ensure the welfare of all young people involved
- To provide the fencers with a good performance environment to ensure they have the best opportunities to perform to the best of their capabilities

2. Key responsibilities:

- Ensure an understanding and awareness of all British Fencing safeguarding and welfare policies and procedures
- To support all coaches and fencers before, during and after the events
- Logistical work as required both before, during and after the events
- The individual roles and responsibilities for the Lead Performance Team Manager can be found [here](#) and for the Performance Team Manager [here](#)

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3. Person specification:

- Experience of being in charge of a group of young people in residential or sports events in any capacity within the last five years. This may be as part of a school activity, in another sport, or at an earlier British Fencing event under supervision of existing team managers
- Understand the implications of protecting children and young people
- Willing to obtain an enhanced DBS, or have such a disclosure obtained within the last three years that is also registered with the DBS online system
- Have attended the sports coach UK Safeguarding and Protecting Children Workshop (SPC1 or SPC2) within the last three years or be prepared to do so before the events begin
- Have attended a British Fencing Team Manager training day (level 2) within the last 3 years or be prepared to do so before the events begin
- Willing to undertake any training (for example a recent En-Guard Ready or Essential First Aid at work course) considered appropriate to the post
- Have an understanding of the issues affecting children and young people and the sensitive way in which these issues must be managed
- Understand and appreciation of the need to respect confidentiality and to appropriately pass on all concerns that may arise
- Able to follow procedures and work closely with other staff
- Appropriately challenge those who do not comply with British Fencing's welfare policies
- Willing to agree to abide by the British Fencing team officials code of conduct (available online at <http://www.britishfencing.com/governance/generalpolicies/>)

4. Personal Disposition

- Behaves at all times in a professional manner and upholds the values of British Fencing
- Drive and commitment
- Ability to focus on the issues to be dealt with
- Resilience and ability to make things happen
- Willingness to be an ambassador for the sport
- Able to communicate with children and young people

For further information please contact

Please complete the attached application form in full and return

Completed application forms should be returned as soon as possible and no later than

British Fencing is committed to providing equal opportunities for all and is committed to following best practice in the welfare of young people and vulnerable adults. For further information please consult:

www.britishfencing.com

We want to ensure that everyone has the opportunity to receive clear, understandable information from British Fencing. If you require this in an alternative format please contact British Fencing.

5. Personal Disposition

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5.1 Expenses

Following a review of the Volunteer expense policy and in a bid to reduce the paperwork involved in managing this, from the 2016/17 season BF instigated a subsistence allowance of £35 in any 24hour period will be given to the allocated Lead/Performance Team Manager as per the Officials expense policy addendum. Full details can be found [here](#)

For competitions where BF will be managing the reimbursement of expenses, expense claims clearly showing the competition and the type of expense must be submitted within 2 weeks of the competition. Unless a Team Manager receives confirmation from British Fencing (and/or partners) that their claim has been received, BF cannot take any responsibility for failure to reimburse expenses. Failure to submit expenses within 2 weeks causes a significant knock-on effect because expenses of officials are often split between the athletes and parents and athletes cannot wait indefinitely for officials to submit these. British Fencing will not carry expense liabilities therefore failure to submit expenses in a timely fashion may mean they are not charged to the trip and therefore cannot be reimbursed.

Please note that BF does not typically get involved with individual arrangements for Team Managers to support groups of fencers travelling to the many non-nominated satellite events. We would advise fencers to adopt a similar approach to BF in terms of expense reimbursement.

5.2 Payment

This is a voluntary position that does not seek financial remuneration other than travel expenses as per the British Fencing expenses policy.

Version History (can be placed at end)

Version Number	Date Updated	Updated by	Comments
v0.1	12.05.2016	NB	First draft
V1.0	17.05.2017	NB	Rebranded and updated