

JOB DESCRIPTION

JOB TITLE	Project Lead (Talent)
REFERENCE #	TGP1008
REPORTS TO	Talent Coordinator
BASED AT	Volleyball England, SportPark, Loughborough University, 3 Oakwood Drive, Loughborough, Leicestershire, LE11 3QF

Job Purpose

To support the implementation of the England Talent Pathway across all disciplines. This includes all Beach Performance Programme activities, the Talent Pathway Programme, and general activity that contributes to the success of England teams.

Key Responsibilities

1) Senior Beach Volleyball Programme

- Coordinate the annual programme of registrations and the programmes' selection processes.
- Lead on the planning and delivery of programme logistics for camps and competitions liaising closely with the Beach Performance Director.
- Support squads in meeting the entry requirements for national and international events.
- Maintain up to date athlete, camp and competition records.
- Coordinate & contribute to the annual performance review, including the production of regular reports as required.
- Coordinate coaches' registrations, mandatory training and professional development activities ensuring they meet all of the regulatory requirements.

2) Junior Volleyball & Beach Volleyball Programme

- Project manage and execute the administrative tasks aligned to the delivery of camps and competitions for the national squads.
- Coordinate the processes behind registrations, selection and de-selections for the programme ensuring accurate athlete records are maintained.
- Project manage and execute the administrative tasks aligned to national funding grants (SportsAid, Backing the Best) and awards for the England athletes and support athletes individual fundraising and entrepreneurship.
- Lead on athlete wellbeing. Get to know the athletes and their personal circumstances and help athletes who need additional support to flourish on the talent pathway.
- Plan, deliver and oversee the implementation of an athlete education programme.
- Work collaboratively with national squads' Team Managers.
- Administer the talent pathway budgets.
- Coordinate the Volleyball Futures programme

General

- To undertake such additional duties as may reasonably be required by the Chief Executive from time to time in pursuance of the company sport plans in force at the time.

ESSENTIAL	DESIRABLE
<ol style="list-style-type: none"> 1) Delivering projects and programmes within defined budgets and timelines 2) A growth mindset with ability to provide solutions and highlight opportunities to develop our provision 3) Proven record in an administration role 4) Ability to prioritise tasks and work to deadlines 5) Highly literate and numerate with excellent attention to detail 6) Demonstrates strong interpersonal skills with the ability to maintain effective working relationships 7) Skilled at working independently and as part of a team 8) Ability to work evenings and weekends, when required 	<ol style="list-style-type: none"> 1) Possess a good knowledge of a sporting talent pathway structure 2) Understanding Volleyball England's national priorities and programs 3) Experience of writing funding submissions

Contractual Details

JOB TITLE	Project Lead (Talent)
SALARY	£20,000 - £25,000
TENURE	Permanent
ANNUAL PAID HOLIDAY	<ul style="list-style-type: none"> • 22 days per year, increasing to 25 days in the second (and subsequent) years of service. • 8 Bank/Public Holidays • 2.5 Privilege Days
HOURS	37.5 Hours Per Week

Volleyball England has an equity policy and is committed to equal opportunities. The equity policy can be found on www.volleyballengland.org.

Volleyball England is committed to best practice in the care of children and as such this post may be subject to a Disclosure and Barring Service (DBS) check. The child protection policy can be found on www.volleyballengland.org.

This job description is not exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of the changing needs of the company.