

Scottish Fencing

Job Description – Club Development Manager



Document Name:	
Job Description: Squad manager – CW and U15/U13 Squad 2019	
Created by	LA
Checked by	RM
Board Approved Date	

Update History

Date	Revision Details	Revision by	Checked by
08082018	Document Created	LA	RM

If you have any queries relating to this document, please contact:

Scottish Fencing
Caledonia House
1 Redheughs Rigg
South Gyle
Edinburgh
EH12 9DQ

Phone 0131 625 4429
admin@scottish-fencing.com

Job Title	Squad manager – CW and U15 Squad
Line Manager(s)	Chief Operating Officer and Executive Manager
May Deputise for	n/a

Overview:

The aim of the CW Squad Manager is to enable our U15 and U13 athletes to perform to the best of their abilities at the Challenge Wratislavia tournament in March 2019. As well as acting as Squad Manager the successful candidate will also be Welfare Officer whilst the squad are in Wroclaw and when the fencers attend any pre or post event training.

This year fencers will travel independently to Wroclaw reducing the level of chaperoning and coordination require by the Scottish Fencing Governing body. This role will have a major input to the planning of the pre-event training and the squad trip.

Scottish Fencing are keen that our younger squads get technical direction which is age appropriate and which moves them along a performance pathway that is fun and supportive. The CW Squad Manager is a new volunteer role and they will need to work with the CW Volunteer Fundraiser so that the fundraiser can market any training which the squad manager plans.

This role will answer to Chief Operating Officer with support from the Executive Administrator and input from the Performance Director.

Term: This role will end in April 2019. As this role is new and innovative Scottish Fencing will ask the volunteer to be involved in reviewing this in April 2019.

Core Responsibilities:

- The CW Squad Manager is to create an age appropriate and developmental squad environment which allows athletes to perform to the best of their abilities at Challenge Wratislavia. This includes planning and designing training and development events prior to and after the tournament. To be agreed with Scottish Fencing prior to launch,
- Coordinating a Positive Coaching Session for fencers, parents and other CW team staff,
- Planning the logistics of the CW trip communicating this to parents and fencers and coaches. Work with the Scottish Fencing Executive Administrator on any bookings for any accommodation and compilation of risk assessment,
- Access and disseminate information to coaches, parents and guardians as appropriate; and including working with the Selection director to inform athletes of selection, and
- With the Chief Operating Officer and Executive Administrator identify a volunteer who can manage Scottish Fencing's social media output regarding this event.

In Wroclaw:

- Is the Team Manager responsible for the squad from the agreed entry to the agreed exit point,

- chaperoning athletes in accordance with Scottish Fencing's Welfare policies whilst athletes are in their care, to ensure all athletes arrive and depart at the agreed times for transport to and from the competition venue and other outings,
- Provide coaching advice and support to individuals and direct other weapon coaches as required, and
- Undertake other duties as required to ensure the Health, Safety and wellbeing of athletes, staff and other participants,

Welfare Officer Duties

- Implement appropriate measures to ensure child protection and child welfare for any training events and whilst the squad are in Scottish Fencings care.
- To be the first point of contact for staff, volunteers, parents/carers and young people where concerns about welfare, poor practice or child abuse are identified, and
- Promote the Scottish Fencing's best practice guidance/code of ethics and behaviour including anti discriminatory practice.

Essential requirements:

- A current coaching qualification and evidence of having undertaken CPD training since gaining this qualification,
- Experience of coaching or competing at international level including a knowledge of technical and tactical skills,
- Experience or knowledge of developing a performance pathway for younger fencers,
- Experience of chaperoning a team of younger fencers,
- Good communication skills both written and verbal. The CW Squad Manager needs to communicate effectively with fencers (including young fencers), parents and other coaches.
- Current member of Scottish Fencing with a PVG through Scottish Fencing

Qualifications

- sportscoach UK 'Safeguarding and Protecting Children in Sport' workshop (or British Fencing's 'Time to Listen') within the last three years,
- British Fencing's Team Managers Training, or relevant experience of Team Management, or chaperoning younger fencers on an international trip, and
- In Safe Hands 1.

Further Requirements and Personal Qualities

- Personable and approachable, good networker, building and maintaining a range of internal and external relationships,
- Act as an ambassador for the Scottish Fencing Governing Body,
- Excellent written and verbal communication skills,
- Effective management and interpersonal skills with good time planning and organisational skills, and
- Flexibility - this position will require the successful candidate to work some evenings and weekends.

Time commitments:

The time commitments will vary across the six months. They will need to communicate with the CW Fundraiser and Executive Administrator regularly. They will need to attend as many of the pre-competition squad training days prior to the event as possible and will have to attend the Positive Coaching workshop for the event. They will be communicating with parents and fencers and this is likely to increase closer to the event. They will be required to attend the CW event, in previous years this has been a total of 7 days.

Remuneration:

As a volunteer travel and accommodation expenses are covered to CW and for attendance at training days this will be agreed prior to taking up the role. Provision of SF Canterbury kit. If the post holder identifies relevant training opportunities and if these are reasonable and affordable Scottish Fencing may be able to support this as personal development.