



# APPOINTMENT OF **ATHLETE SUPPORT MANAGER**

- REPORTS TO:** Head of Athlete Support
- TYPE OF CONTRACT:** Fixed Term Contract until 31<sup>st</sup> March 2025
- HOURS OF WORK:** 36 hours per week
- LOCATION:** Home-based but includes significant time travelling nationally to support athletes and various NGBs and BAC internal meetings.



## Join the BAC

The BAC was established by a group of athletes in 2004 owing to an increasing awareness that there was a real need for an independent body in the UK to both represent the views of all British athletes as well as ensure that athlete welfare and wellbeing was central to all decision making in high performance sport.

Under new leadership in 2017, UK Sport undertook an independent review of Athlete Voice and Representation in the system and concluded greater investment needed to be made in this area if improved support was to be provided to athletes. The BAC built the foundations of its new strategy off the back of this athlete review and as a consequence, it received a much greater investment from UK Sport for the Tokyo 2020 Olympic and Paralympic cycle. The BAC is now focused on providing its entire membership (circa 1400 athletes) with world class advice and support, together with ensuring the collective athlete voice is listened to and used to influence future decision making.

The BACs priority over the next couple of years is to ensure it is firmly embedded within the high-performance system and is seen as a fair and independent organisation that adds value not only to athletes, but to the system as a whole. The BAC is passionate about ensuring that equality of opportunity exists within the high-performance system, that athletes are not discriminated against for any reason and that all athletes have equal opportunity to fulfil their dreams and sporting potential. In order to achieve this the BAC is committed to building strong relationships on the ground with athletes so they have accessible and readily available opportunities to seek help and advice, as well as educating and empowering athletes to support their peers and take up leadership roles in their sport, such as becoming athlete representatives.

The BAC will also provide expert and professional support for all athletes should they want to pursue formally any concerns that they may have. If necessary, the BAC is also able to facilitate athletes with pro bono legal advice and support to challenge inappropriate or discriminatory behaviour.

## **KEY ROLE RESPONSIBILITIES:**

- To deliver world class confidential advice and support to athletes on a range of issues which have the potential to impact upon performance including but not exclusive; grievance, disciplinary, selection and appeals, mental health/wellbeing and general welfare issues.
- To liaise with key stakeholders including NGBs, EIS, UK Sport, Sport Resolutions, Police, LADO and NSPCC CPSU in support of BAC work.
- Undertake effective reflective practice on case work to ensure appropriate external and internal lessons are identified and learnt from including the sharing of best practice with key stakeholders.
- Where requested by an NGB, provide support and advice on athlete centric matters including acting as an independent observer on major event selection panels.
- To take an active role within the BAC including participating positively in discussion and decisions relating to the BAC's role now and in the future.

## **MISCELLANEOUS**

- To attend meetings, workshops and seminars, which are reasonably deemed to be relevant to the fulfilment of the demands and responsibilities of this role.
- To maintain the highest standard of professional conduct with athletes, stakeholders and colleagues.
- To maintain confidentiality and integrity in all matters.
- To follow Health & Safety procedures laid down by the Company in order to ensure the safety of self, colleagues and others.

## **ESSENTIAL**

- Experience of case management, processes and delivering successful outcomes/resolutions.
- Ability to handle complex, confidential case information and records.
- Ability to play a supporting role to individuals requesting support which could include receiving disclosures of abuse and mistreatment.
- Ability to effectively communicate in a range of different circumstances including situations with high levels of stress and emotion.

## **DESIRABLE**

- Understanding and experience of working with and communicating across the demographic cohorts and their associated cultures and in particular with young people from Generation Z.
- Understanding of high-performance sport environment, system and structure in the UK.
- Knowledge of safeguarding children and/or vulnerable adults.
- Working knowledge of Microsoft Office.
- An enthusiasm and interest in sport.

## **BEHAVIOURAL COMPETENCIES AND QUALITIES**

- Confident, motivated self-starter with good levels of initiative.
- Working with integrity and honesty to gain the trust, confidence and respect of athletes and other key stakeholders as well as BAC colleagues.
- Strong communication skills including the ability to actively listen.
- Independent and well-organised with the skill to prioritise workload effectively.
- Strong moral courage with a willingness to encourage and accept constructive challenges.
- Promote BAC shared values and a healthy organisational culture.

## **QUALIFICATIONS**

- Degree or similar-level qualification (is highly desirable but not essential).
- Work-place mediation certified would be highly desirable.

This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and may be amended from time to time in the light of the changing needs of the organisation through appropriate processes of consultation and the mutual agreement of both parties.

The BAC promotes inclusion and diversity and welcomes applications from everyone. If you have any particular requirements in respect of the recruitment or interview process, please mention this in your covering letter.



## The process

Application is by submission of a full CV and a covering letter/email, addressing the role description. Deadlines for applications is **7<sup>th</sup> October 2021**

Candidates who successfully progress from application stage will be invited to an interview which will be held on **14<sup>th</sup> October 2021** (either remotely, Centra London or Marlow)

### Key details:

Salary: £24,000 - £28,000 per annum, plus healthcare and pension benefits.

### How to apply:

To apply for this role please email your covering letter and your CV to [recruitment@britishathletes.org](mailto:recruitment@britishathletes.org) quoting **ASM APPLICATION** as the subject.

Please note we are unable to provide feedback on individual applications.

The British Athletes Commission takes seriously its role in recognising and removing any barriers faced by people involved, or wanting to be involved in sport, in any capacity, to ensure the culture of sport is improved to one that values diversity and enables the full involvement of disadvantaged groups in every aspect of sport. The BAC is an inclusive organisation and welcomes applications from ethnic minority candidates, those with a disability and members of the LGBTQ+ community.

All telephone enquiries, in the first instance, should be directed to +44 (0)20 3126 4270.

Please email [admin@britishathletes.org](mailto:admin@britishathletes.org) for further information.