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ROLE PROFILE

Job title	National Talent-Development Coordinator - Sprints, Hurdles, and Relays.
Reporting to	National Coach
Responsible for	Regional Coordinators
Location	Cardiff - National Indoor Athletics Centre / Cardiff International Sports Stadium
Working pattern	Full time (37 hours/week) A high degree of flexibility is required for working and travel over weekends and evenings within the 37-hour week.
Role purpose	The Strategic Lead for Sprints, Hurdles and Relays – to proactively deliver and coordinate a structured development pathway for Athletes and Coaches in Sprinting, Hurdles and Relays across Wales. <i>[Please note this is not a professional coaching role.]</i>
Budgets	To be confirmed.
Key interfaces	Welsh Athletics Programme Manager, National Coach , Welsh Athletics Coach Development Manager, Welsh Athletics Head of Development and Participation, Home Country Athletics Federations, Disability Sport Wales, Sport Wales, British Athletics

Following the success at the 2018 Commonwealth Games we are looking for a person with a thorough understanding of the sport of Athletics and passion to take responsibility for actively driving our talent development programmes across Wales in line with the Strategic Values of the organisation.

Welsh Athletics prioritises investment into coaching communities, the majority of whom are volunteers. Having the skills and understanding to support these valued volunteers is fundamental for success in this role.

This is an exciting opportunity in a role which will be fully integrated into the Welsh Athletics Performance team with the Birmingham 2022 Commonwealth Games on the horizon with the prospect of supporting the development of coaches and athletes in the next two Commonwealth Games Cycles.

Key responsibilities

Coach Support & Development

- Regularly have contact with and observe coaching practice within the community. Provide mentoring to coaches to continuously improve the overall coaching standards across the event group in Wales. Along with the Coach Development Manager put in place, deliver and monitor a structured coach CPD programme across Wales (informal and formal learning),
- Be the main point of contact for sprints, hurdles, and relay coaches in Wales, proactively developing and delivering a contact strategy that ensures a regular open and two-way communication process is in place with all coaches,
- To identify and support coaches to be part of a Welsh Athletics Coaching Development Pathway – this list to be reviewed quarterly with the Coach Development Manager and Programme Manager. Each coach to have a training needs analysis undertake annually with a development plan to support the identifies needs,
- Be responsible for developing and supporting delivery of Regional Hubs for sprints, hurdles, and relay work with relevant coaches within set budget.
- To proactively work with coaches to explore talent transfer opportunities across event groups to maximise the potential for success at international level - strategy for talent transfer to be reviewed every six-months with the Programme Manager,
- Recruit, develop and manage two assistant coaches who on a volunteer basis, will support the Event Group Strategy and in return benefit from an enhanced CPD Package,
- Proactively work with the Performance team to build and progress the athlete and coach tracking tools.

Athlete Support and Development

- Take responsibility for tracking, analysing, and reporting the performance and progression of all supported sprint, hurdles, and relay athletes,
- Be responsible for organisation and delivery of the National and Regional sprints, hurdles and relay programmes as appropriate, managing the various coordinators whilst providing support and development opportunities, within agreed budgets.
- To liaise with the Programme Manager to ensure that there is sufficient / appropriate sport science support is in place to maximise the athlete's performance opportunities as they progress along the Talent Pathway,
- To be responsible for organisation of relevant National Training camps both domestically and overseas within set budgets.
- To contribute to the annual Athlete Support Programme funding decisions,
- To contribute as part of the Performance team to the development and implementation new initiatives. This may include development of curriculum and operational coaching delivery / support as required,

Event Development

- Develop and Manage a Strategy Group that meets at least quarterly to review and assist in the strategic operational plan for the Event Group,
- Annually provide an operational plan for the Event Group that focusses on the key activities, support and budget required,
- Provide monthly Profiling / Management Information to update the National Coach, Programme Manager and Strategy Group Lead (WA Board Member),
- To attend and liaise with the Track and Field committee as appropriate on all domestic sprinting, hurdling and relay initiatives and competitions including National Championships,
- To support communication between Welsh Athletics and the athletics community in Wales,
- To ensure that the domestic competition programme across all discipline areas is aligned to the strategic objectives for sprinting, hurdles, and relays across Wales,
- To work closely with colleagues at Welsh Athletics and the Welsh Schools Athletic Association to ensure relevant programmes are aligned.

International Competitions

- To work with the National Coach, Programme Manager and relevant discipline committee to ensure a suitable and challenging international competition programme is in place each year,
- To work with the Programme Manager to ensure all selection policies are agreed, consistent and communicated effectively,
- Where appropriate be a panel member at international selection panel meetings for international fixtures,
- Act as Team Leader / Team Staff for international fixtures as required.

Continuing Professional Development

- As part of the Annual Review process all individuals will review their skill sets and seek appropriate Continuing Professional Development (CPD) opportunities.

Operational Duties

- Attend and represent Welsh Athletics at relevant regional, national, and international meetings as required.
- As required provide information / reports in support of operational, budget and board reporting.

Success in this role will be measured against a series of SMART objectives to be agreed on commencement of the role.

Education, Skills & Experience

	Essential	Desirable
Experience of managing volunteers	✓	
Hold and maintain a valid UK Coaching Qualification -Minimum Level 2 / Athletics Coach (or equivalent)	✓	
Ability to form successful relationships with coaches, service providers, staff and key volunteers across Wales and the UK	✓	
Previous experience supporting coach and athlete development	✓	
Thorough understanding of the sport of Athletics, in particular sprints, hurdles and relay disciplines at development through to performance levels	✓	
Ability to communicate with and present information effectively to a wide range of people, including athletes, coaches, service providers and volunteer roles	✓	
Ability to solve problems and think creatively	✓	
Self-motivated and able to work under own initiative	✓	
A team player with the willingness to lead	✓	
Ability to multi-task and work flexibly across different projects	✓	
Ability to enthuse and motivate others	✓	
Able to travel throughout Wales (evenings and weekends), the UK and overseas as required	✓	
Good IT skills and working knowledge of MS Office software.	✓	
Excellent organisational and administrative skills	✓	
Ability to work under pressure and to deadlines	✓	
An understanding and proven experience of informal / formal education design and delivery	✓	
An understanding of the high-performance environment, including coaching, sports science and medicine, international competition and development pathways		✓
A good understanding of physiology and strength & conditioning		✓
Excellent project management, time management, planning and reporting skills	✓	

*This role profile is not exhaustive. It is intended as an outline indication of the areas of activity and will be discussed with you and amended over time in light of the changing needs of the company.

Benefits Package

Salary	£28k - £32k per annum, full time equivalent
Tenure	Permanent
Holiday	25 paid days leave plus 8 days paid for bank holidays.
Hours	Full Time – 37hrs per week
Other benefits	Company Pension Plan (employer matching up to 6%) Free onsite parking at office locations (NIAC, CISC, POD) Funded training & career development opportunities
Notice period	3 months
