

# Task Description



## Title: High Performance Director

### Role purpose:

- Lead and implement strategies and plans to ensure the sustained success of England Touch teams, across all senior and junior age divisions, at the international, elite level for the annual campaign cycle defined below.
- Lead the coaches and staff of the HP team, ensuring that the input and contributions of all stakeholders is maximised and aligned to the agreed direction.
- Ensure the on-going development of England Touch elite athletes and coaches.

**Experience:** Experience of successful performance achievements at international level in a coaching capacity; experience in planning, organisation and implementing a comprehensive high-performance coaching programme for international teams and athletes; and knowledge of leading trends in coaching including coaching science, sports science and the appropriate application of technology to assist performance.

### Qualifications:

- Educated to degree level or equivalent (Essential)
- Advanced Coaching (Level 2) qualification or above (Desirable)
- Current Driving licence (Desirable)

**Hours required:** 10 or more hours per week.

**Key dates:** The touch calendar is cyclical, with key tournaments taking place over spring and summer with more of a focus on strategic planning and organisation over autumn and winter.

Detail	Key Date(s) for 2017	Attendance
AGM	Annually (26 <sup>th</sup> Feb 2017)	Essential
England Training Camp(s)	Camp 1, Welbeck: 7-9 April Camp 2, Nottingham: 24 June	Essential
Senior Touch Championships	15 <sup>th</sup> – 18 <sup>th</sup> June (Scotland)	Desirable
European Premiership Permit	6 <sup>th</sup> – 9 <sup>th</sup> July (Scotland)	Essential
Junior Touch Championships	18 <sup>th</sup> – 20 <sup>th</sup> August (Dublin)	Essential
Touch Nationals	26 <sup>th</sup> – 28 <sup>th</sup> August (Cambridge)	Essential
NTS/CTS/DTS Finals	16 <sup>th</sup> September (TBC)	Desirable

**Reports to:** CEO – see Organisational Chart.

**Line Management:** The HP Director directly manages the HP Team and National/Elite coaches.

**Locations:** Work from home; working away from home for both England training and tournament.

**Contract type:** 1 year term. Re-appointed yearly at the AGM. (Feb 2017.)

**Salary:** Voluntary role, expenses paid if applicable.

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## Skills and Qualities:

<b>Person specification</b>	<b>E</b>	<b>D</b>
Ability to build and lead teams and attain excellence from players, coaches and staff	X	
Ability to apply the principles of coaching, personnel management, programme management, sports science, medicine and technology within a HP environment	X	
Efficient and organised	X	
Well-developed interpersonal, verbal and written communication skills	X	
Self-motivated and able to work independently and as part of a team	X	
Demonstrated success in managing individual differences and group dynamics		X
Ability to effectively leverage and manage expertise from support services and other staff and networks to ensure HP success	X	
Ability to attain excellence from all stakeholders through ability to build partnerships, influence, negotiate and communicate effectively	X	
The aptitude to work in a dynamic, fast-paced environment, whilst planning and organising courses of action for self and others to ensure that work is completed effectively		X
Highly motivated and target-orientated with a passion for achieving elite success	X	
Ability to evaluate and improve policies/procedures with a problem solving approach		X
Ability to manage volunteers	X	
Excellent knowledge of the sport of Touch	X	

## Scope of job/key elements:

<b>Main duties and Job Accountabilities</b>	<b>Measures and input required</b>
Undertake role as executive board member and officer of England Touch Association Limited, a private company limited by guarantee without share capital	<ul style="list-style-type: none"> <li>Seven general statutory duties of a director are defined in the Companies Act 2006</li> </ul>
To be responsible for setting standards of a high performance culture within England Touch programme	<ul style="list-style-type: none"> <li>Lead and manage High Performance staff employed by England Touch;</li> <li>Plan the HP campaign plan for annual international cycle and also consider long-term strategy;</li> <li>In partnership with the HP team and coaches, create, maintain and develop short-term, annual and cyclical plans for the centralised programme that includes both senior and junior divisions;</li> <li>Establish a national High Performance calendar working with Events and Technical teams across all programs;</li> <li>Ensure that the athlete program incorporates leading technical, physical and mental</li> </ul>

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	<p>components of preparation;</p> <ul style="list-style-type: none"> <li>• Manage the national coaching network;</li> <li>• Ensure selection policies are adhered to and appropriate feedback to athletes is provided;</li> <li>• Develop oversee and ensure compliance to the England selection policy when national squads are selected and announced;</li> <li>• Ensure the direction and planning for talent identification and junior development occurs in line with the agreed Technical direction;</li> <li>• Attend national and international tournaments.</li> </ul>
Stakeholder management	<ul style="list-style-type: none"> <li>• Assist in managing relationships, programs and processes with England Touch partners including the EFT, FIT, JTC and other international partners and key stakeholders;</li> <li>• Manage the recruitment, management and network of coaches, selectors and other staff within the HP team;</li> <li>• Liaise with other core England Touch departments, e.g. Medical, Events, Development, Executive Committee, etc. to ensure HP perspective is represented in and supporting England Touch activity;</li> <li>• Attend internal and external meetings, workshops, seminars and conference as required.</li> </ul>
Strategic development and review	<ul style="list-style-type: none"> <li>• Contribute to the formal evaluation of the on-field and off-field performances of national teams;</li> <li>• Contribute to a formal review of Nationals;</li> <li>• Provide feedback to England Touch and assist to identify opportunities for improvement of domestic and development programs.</li> </ul>
Manage the operations of the high performance department and staff	<ul style="list-style-type: none"> <li>• Lead a collaborative, high performance environment which elicits optimal input from coaches and staff in England Touch to ensure sustainable success;</li> <li>• Ensure programs operate at, or under, pre-agreed budgets;</li> <li>• Monitor and evaluate coaching performance, including supporting professional development initiatives and providing mentoring for England coaches;</li> <li>• Ensure the correct provision of support services to the team, squads and individuals;</li> <li>• Work with the head coaches, Medical Team and</li> </ul>

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	<p>other partners to ensure health and strength and conditioning of athletes are cared fo;</p> <ul style="list-style-type: none"> <li>• Lead and manage coaches and staff in line with England Touch policies and practices, ensuring appropriate behaviour;</li> <li>• Oversee the administration and reporting associated with the operations of the national program;</li> <li>• Manage high performance relevant communication across England Touch.</li> </ul>
Administrative duties	<ul style="list-style-type: none"> <li>• Attend to all incoming correspondence relating to the position by written reply where necessary;</li> <li>• Be conversant with the rules, procedures and constitution of FIT and England Touch;</li> <li>• Attend professional courses, workshops and or meetings which will add to the development of the skills of the position.</li> </ul>
Maintain key relationships	<ul style="list-style-type: none"> <li>• Work with the CEO of England Touch and the Executive;</li> <li>• Lead the HP team of Tour Manager, High Performance Managers and additional advisors;</li> <li>• Close liaison with the Head of Medical Services and their team/partners;</li> <li>• Support each national Head Coach and their respective management team.</li> </ul>
Support the safe-guarding team on DBS checks	<ul style="list-style-type: none"> <li>• Assist Safe-guarding officer as a verifier for the online DBS system</li> </ul>