

Scottish Cycling

Job Description and Person Specification

JOB TITLE: Pathway Lead

CONTRACT TYPE: Full time, Permanent

SALARY: circa £36,000

OFFICE BASE: Sir Chris Hoy Velodrome, Emirates Arena, Glasgow

REPORTS TO: Head of Performance and Coaching

BENEFITS: 5% pension contribution, British Cycling Gold Membership, Occupational Health Scheme

JOB PURPOSE

- Create and support the implementation discipline specific youth development plans that support Olympic and Paralympic success.
- Positively impact the quality and quality of riders progressing through Scottish Cycling's performance development pathway.

KEY RESPONSIBILITIES

Performance Development

- Establish and maintain tracking of Scottish Cycling's performance development pathway to identifying strengths and weaknesses.
- Lead the development and implementation of a Youth Development Pathway Plan.
- Liaise with Scottish Cycling events, club development and people development staff to support a system approach to youth development.
- Proactively support local clubs, coaches, facilities and partners who can contribute and support the deployment of the performance development pathway.
- Support the development of opportunities that maximises the inclusiveness of Scottish Cycling performance development pathway.
- Undertake innovative, specialist projects to address gaps identified in the performance pathway.

Relationships

- Establish and maintain effective partnerships and communication with riders, parents, coaches, clubs and race teams that support Scottish Cycling's pathways.
- Build collaborative, effective, and robust working relationships with Great Britain Cycling Team, British Cycling and Home Country performance programme staff that support Scottish Cycling's pathways.
- Support the effective communication of youth development opportunities.
- Liaise, and attend meetings, as appropriate, with external contractors to support the coordination and effective programme delivery including, facilities and event planning.

Monitoring and Reporting

- Implement a system of data management to collect necessary data to inform future decisions and ensure relevant KPI's are achieved.
- Assist the Head of Performance and Coaching in developing and maintaining effective systems and procedures to monitor and evaluate performance against targets and outcomes.
- Support Head of Performance and Coaching to provide timely monthly, six monthly and annual monitoring & evaluation reports to an agreed format for the Senior Management team, the Board sportscotland and key partners.

Administration

- Provide effective support to the Performance department by assisting planning, coordination and administration including:
 - Programme meetings.
 - Programme selection process.
 - Programme activity including training and competition.
- Ensuring an effective filing system is in place to maintain an accurate audit trail of all programme activity and processes.
- Manage performance enquires from external or internal partners.
- Work in partnership to support effective administration of our Child Protection and Equality systems.

Finance

- Provide support to the Head of Performance and Coaching maintaining and tracking spend over the year, against the Performance Pathway budget.
- Liaise with the Finance Team to make sure all payments and charges are dealt with quickly and efficiently.

Diversity and Inclusion

- Support the development of the organisation's plan that identifies actions to comply with the Equality Standard for Sport framework, helping Scottish Cycling develop key actions to tackle inequalities in their organisation and membership and develop an ethos that puts diversity and inclusion at its heart.

Professional Development

The postholder will be required to agree a programme of professional development with the head of Performance and Coaching to deliver business priorities and keep practices current.

Details of the Post

The post will be based at the Sir Chris Hoy Velodrome in Glasgow; however, a flexible approach will be required to manage the demands of the job. Reasonable travel, accommodation and administrative expenses incurred in carrying out this position are reimbursed in line with the Scottish Cycling's Travel and Subsistence policy.

The Employer's holiday year runs from 1st January to 31st December inclusive. Your entitlement, based on a full-time position, is 34 working days paid holiday, including statutory leave entitlement, 7 days of which must be used when the office is closed over Christmas.

The post is full time 37.5 hours per week although there will be an expectation to work flexibly to meet the needs of the organisation. The nature of the organisation is that meetings and events happen at weekends and evenings and the postholder will be required to attend at least some events out with normal Monday to Friday working hours.

The above job description will be subject to annual review to ensure that it continues to reflect the needs of the Scottish Cycling Strategic Plan and Annual Business Plan priorities.

Performance Coordinator - Person Specification

FACTORS	ESSENTIAL	DESIRABLE
Educational, Technical and Professional Qualifications	<ul style="list-style-type: none"> • Educated to degree level or equivalent experience in the area of performance development or administration 	<ul style="list-style-type: none"> • British Cycling Level 2 DSU / Coaching in Context Coaching Qualification or equivalent
Knowledge and Experience	<ul style="list-style-type: none"> • Understanding of the principles that underpin effective performance development, identification and confirmation performance sport • Experience of working with coaches, athletes, and volunteers within a range of contexts. • Experience of project coordination and administration within a multidisciplinary team • Experience of producing high quality reports 	<ul style="list-style-type: none"> • Understanding of Governing Bodies of Sport • Understanding of Governing body talent pathways. • Experience of working with coaches, athletes, and volunteers within a range of disciplines in cycling.
Skills	<ul style="list-style-type: none"> • Literate in IT, including a sound knowledge of Microsoft products • Excellent Excel and Database management • Excellent written and verbal communication and interpersonal skills • Ability to plan budgets and budget tracking 	<ul style="list-style-type: none"> • Excellent skills in social media.
Planning and Organising	<ul style="list-style-type: none"> • Excellent organisational skills • Proven ability to be proactive • Able to prioritise and multi-task 	
Team Working	<ul style="list-style-type: none"> • Ability to work in a supportive team environment and lead cross departmental collaboration 	
Personal Qualities	<ul style="list-style-type: none"> • Enthusiastic, hardworking, and reliable. • Collaborative approach to work • Reflective and open minded 	
Other	<ul style="list-style-type: none"> • Current driving licence 	

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