

## The Role and Responsibilities of the National Talent Manager

**Responsible to:** The Head of Performance

**Responsible for:** The effective coordination and delivery of talent pathway programmes within **scottishathletics**.

### Key tasks will include:

- Supporting the Head of Performance to lead the continued evolution of athletics in Scotland by contributing to and influencing the development of world class athletes, coaches and training environments.
- Leading the delivery and coordination of the 4J Studios National Athletics Academy and other talent pathway activities.
- Leading the evolution and delivery of Talent Pathway (i.e., National Athletics Academy, University Hubs) education and CPD curriculum for athletes, coaches and parents.
- Working with the Head of Performance and other key contacts, lead on the development of guidance and resources relating to athlete health and wellbeing including: compliance with the UK Anti-Doping Assurance Framework, welfare and nutrition.
- Supporting the development, understanding and communication of the talent pathway to the sport.
- Recognising the pivotal role played by all members of an athlete's 'team' and the importance of achieving and maintaining effective partnerships and communications with them.
- Working with the relevant Performance Team staff to assist and support the delivery of the Event Group Projects.
- Managing relationships with key stakeholders in delivering the projects involved in the role e.g., Scottish Institute of Sport, UK Athletics, Home Country Athletics Federations and Universities.
- Supporting the development of national team staff CPD / education.
- Ability to travel nationally and overseas to lead and support Scottish and GB teams at competitions and preparation camps.

*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 will be amended in the light of the changing needs of the organisation and performance environments.*

## Candidate Specification

FACTORS	ESSENTIAL	DESIRABLE
<b>Qualifications and attainments</b>	<p>Evidence of continuous professional development</p> <p>Sports coaching qualification</p> <p>Holder of a current, full UK driving licence and use of a vehicle</p>	<p>Educated to degree level or equivalent</p>
<b>Work and other experience</b>	<p>Strong knowledge of Scottish sporting landscape</p> <p>Strong understanding of performance sport</p> <p>Experience of managing logistics efficiently and effectively</p> <p>Experience of successfully developing and maintaining effective relationships with partners, sports clubs, coaches and athletes</p> <p>Understanding of club, coach and athlete development pathways</p> <p>Evidence of leading, planning and delivering projects with multiple objectives</p> <p>Knowledge of the wider aspects of the national strategy for <b>scottishathletics</b></p>	<p>Understanding of the UKAD Assurance Framework</p> <p>Evidence of successfully recruiting, developing, and empowering volunteers</p> <p>Awareness of the further education sector and how this can impact on athlete development and retention</p>
<b>Skills and personal qualities</b>	<p>Excellent interpersonal and relationship building skills</p> <p>Self-disciplined with ability to work effectively remotely</p> <p>Well organised with a proven track record of delivering under pressure</p> <p>Ability to lead, plan, manage and deliver multiple projects successfully</p> <p>Innovative and forward-thinking with a positive attitude</p>	<p>Strong influencing skills</p> <p>Ability to motivate, support, and develop volunteers</p> <p>Ability to recognise gaps and create programmes / projects that meet these needs and further develop the sport</p>

	<p>Respectful, trustworthy, enthusiastic and hard-working with a proven track record of achievement</p> <p>A team player with ability to work with and motivate others</p> <p>Commitment to personal development and a willingness to learn from others</p> <p>Ability to work flexible hours</p>	
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### Application Process

Applicants should apply by submitting the application form, covering letter (addressing how the applicant's skills and expertise fit with the job role and candidate specification) and equal opportunities form, to [hr@scottishathletics.org.uk](mailto:hr@scottishathletics.org.uk)

The closing date for applications is **noon on Thursday 1st June 2023** with interviews taking place week commencing 5<sup>th</sup> June 2023.

Incomplete applications and those received after the closing date will not be considered.

Any offer of employment would be subject to a satisfactory PVG check and references.

**scottishathletics** is an equal opportunities employer.