



# Welsh Athletics Job Description

<b>Job Title:</b>	Head of Performance
<b>Responsible to:</b>	Chief Executive Officer
<b>Responsible for:</b>	Performance and Coaching Departments
<b>Key interface with:</b>	British Athletics, Home Country Athletics NGB's, Disability Sport Wales, Sport Wales and the Commonwealth Games Council for Wales
<b>Location:</b>	Cardiff International Sports Campus/National Indoor Athletics Centre
<b>Overall Purpose of the role:</b>	To provide strategic direction and leadership to Performance and Coaching in Wales
<b>Budget Responsibilities:</b>	Performance and coaching
<b>Key Responsibilities:</b>	

- To provide effective leadership to the performance team (people, finances, processes) to support the strategic needs of the respective programmes.
- To ensure an annual operational plan is in place for the department, demonstrating alignment to the overall Welsh Athletics strategic objectives
- To provide leadership to the Performance and Coaching departments and to the athletics coaching community in Wales
- To act as the primary interface to key stakeholders (Sport Wales, British Athletics, Disability Sport Wales etc.)
- To be responsible for the performance and coaching budget, ensuring that budgets are aligned to the strategic objectives
- To work closely with the relevant senior managers to ensure the alignment of programmes with development and competition
- To be responsible for embedding equality and diversity across all programmes and to maintain a duty of care to athletes and coaches



- To uphold the organisational values of Welsh Athletics and to contribute to the working and welfare of the athletics family in Wales

## Athletes

- To lead the annual athlete review meeting, ensuring that all selected athletes are aligned to the overall strategic objectives of Welsh Athletics
- To be responsible for the progression of supported athletes and coaches, working with British Athletics to maximise support for Welsh athletes and coaches within the World Class Programme
- To be responsible for Welsh Athletics' contribution to Team GB and to the relevant medal target at Major Championships, including Team Wales' target at the 2026 Commonwealth Games
- To ensure that all athlete and coach performance discussions are insight led, ensuring a robust tracking system is in place and adopted across the performance programme
- To provide leadership on the overall International competition calendar, ensuring that each event group has a robust and aligned International competition programme
- To lead on the development and implementation of International selection criteria, ensure that this is effectively communicated to all key stakeholders and athletes
- To work with the Lead Physiotherapist to ensure a coordinated approach to athlete support systems is in place, with medal zone athletes being prioritized accordingly.

## Coaches

- To work with the Coach Development Manager to create the development of a world class coaching resource to drive the coach education and development programmes in Wales

## Stakeholder Relationship

- To report on the delivery of the strategic plan to the appropriate governance structures of Welsh Athletics, including the performance and financial sub-groups of the Board
- To manage the reporting mechanism for Sport Wales – providing quarterly updates on department KPI's
- To be responsible for managing the relationship with University partners to develop a world class resource base to support the identified athletes and coaches

**Welsh Athletics Ltd**

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- To be the main point of contact with Commonwealth Games Wales, leading on the creation of the 2026 Commonwealth Games nomination policy
- To liaise closely with UK Athletics and the HCAF's, ensuring alignment in programmes and to help develop a seamless talent and resource pathway

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## Person Specification:

	Essential	Desirable
Extensive management experience in a high performance sport/ Elite Coaching environment	✓	
A strategic thinker who strives for continuous improvement	✓	
Experience of managing a budget, ensuring all expenditure is aligned to strategic priorities and value for money is achieved at all times (E)	✓	
Experience as a coach or manager/Team Leader of international teams at major events such as European, World and Olympic Games (E)	✓	
A comprehensive understanding of the high performance environment, including coaching, sports science and medicine, international competition and development pathways (E)	✓	
A proven track record of implementing a World Class Development programme within performance sport (E)	✓	
Excellent team leadership and management skills with a proven track record of establishing a culture of collaboration, team working, innovation and support.	✓	
Experience of working with elite athletes, coaches and technical staff, assisting in the design, implementation and evaluation of their performance programmes (E)	✓	
Experience of developing organisational talent – creating a learning environment that ensures colleagues achieve their highest potential allowing the organisation as a whole to meet future challenges	✓	
Dynamic and enthusiastic leader with vision and ability to develop strategic goals and implement them	✓	
Knowledge of project management processes		✓
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 events and projects	✓	
Ability to enthuse and motivate others	✓	
Experience of all athletics disciplines	✓	

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Able to travel throughout Wales (and the UK as required)	✓	
Excellent IT skills on a range of software	✓	
Highly developed communication and presentation skills		✓
Excellent Organisational and administrative skills	✓	
Be skilled in engaging stakeholders and compelling change, with vision and passion for excellence, to set and achieve goals in a high performance environment	✓	
Ability to work under pressure and to deadlines	✓	
Continuously seek opportunities for different and innovative approaches to addressing organisational challenges	✓	
Uses appropriate interpersonal styles and communication methods to influence and build highly collaborative and effective relationships with stakeholders and partners	✓	

*This role profile is not 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 company.*

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## EMPLOYMENT BENEFITS

<b>JOB TITLE</b>	Head of Performance
<b>SALARY</b>	Competitive, Depending on experience
<b>TENURE</b>	Permanent contract
<b>ANNUAL PAID HOLIDAY</b>	25 days plus 8 Statutory Bank Holidays
<b>HOURS</b>	Full Time - 37 hours per week on an 'All Hours' basis.  A flexible approach to working hours is required as evening and weekend working may be involved
<b>OTHER BENEFITS</b>	Pension Plan with company contributions  Training & development opportunities  10% personal wellbeing time
<b>NOTICE PERIOD</b>	3 Months