WELSH ATHLETICS

Chwaraeon Met Caerdydd
Cardiff Met Sport

WELSH ATHLETICS
ATHLETAU CYMRU



RECRUITMENT PACK

NATIONAL & UNIVERSITY TALENT DEVELOPMENT COORDINATOR

(ON TRACK ENDURANCE)

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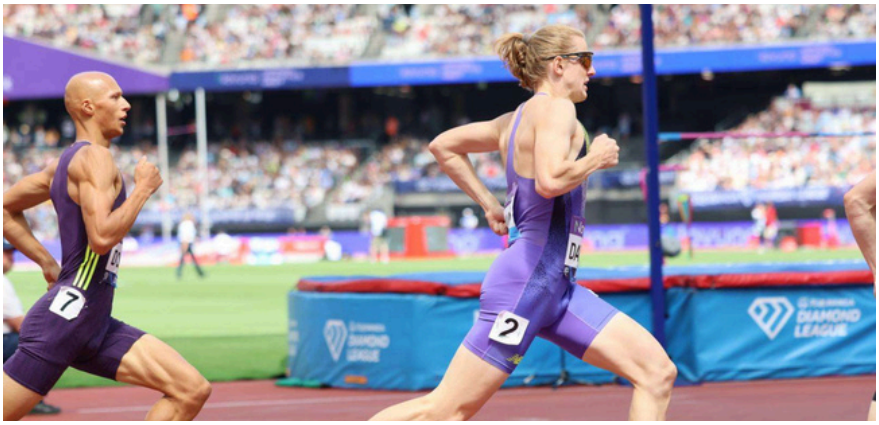

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OUR VISION

Athletics for everyone, everywhere

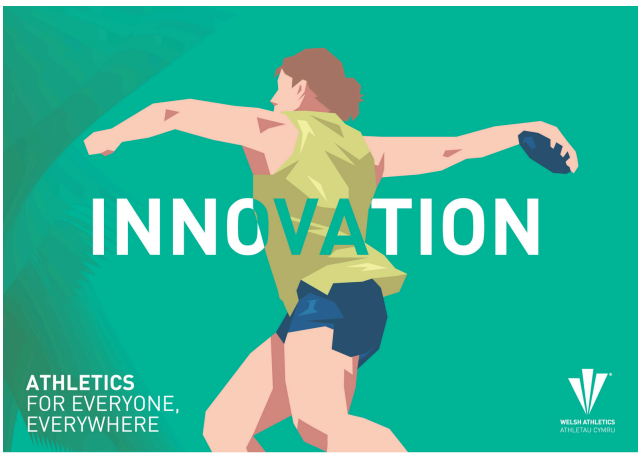
OUR MISSION

To be the no.1 sport for participation, performance and inclusive opportunities across Wales

STRATEGIC PILLARS

Growing Athletics	World Class Wales	Thriving Sporting Infrastructures
An Active and Healthy Wales	High Performing Organisation	A Safe and Inclusive Sport For All

OUR VALUES


INNOVATION
ATHLETICS
FOR EVERYONE,
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EXCELLENCE
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EMPOWERMENT
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ROLE PROFILE



Job Title

National & University Talent-Development Coordinator (On Track Endurance)

Salary

£30,000 - £35,000 pa, full time

Reporting to

Head of Performance

Location

National Indoor Athletics Centre, Cyncoed, Cardiff
Cardiff International Sports Campus, Leckwith, Cardiff

Working pattern

Full-time (37.5 hours/week)
Flexible working patterns, including home working, are available, and the role may involve some working at evening/weekend events within the 37-hour week

ROLE PURPOSE

Coordinate the on-going development of On-Track endurance. Continue the development of the National Development Programme and track-based endurance athletes in the performance pathway.

To work collaboratively across Cardiff Met Sport and the Governing Body to support further development and sustainability of the Athletics Performance Programme

This is a unique role where the successful candidate will support the continued development of the joint Welsh Athletics and Cardiff Met Performance Pathway. The position will play a key role in leading the University recruitment process for talented Welsh and non-Welsh athletes.

We are looking for an individual with a thorough understanding of the sport of Athletics to take responsibility for driving future success in supporting on-track performance athletes in Wales.

The role requires the development and maintenance of strong relationships with coaches across Wales' National Development Programme and Performance Pathway, Cardiff Met Sport and Cardiff School of Sport and Health Sciences.



KEY RESPONSIBILITIES

Programme Athlete Support & Development

- Along with the Head of Performance, track the performance and progression of all supported athletes using the Team Works Athlete Management System
- Actively deliver / oversee the delivery of the National and Regional Endurance Programmes
- To liaise with the Head of Performance and Athlete Support Coordinator on all sports science needs of on track programme athletes
- To support the coordination of National Training camps both domestically and overseas
- To support the ongoing athlete talent identification, selection and flagging processes of the performance programme
- Along with the Head of Performance identify key strategic reviewing periods of all on track delivery to enable the evolution of the on track endurance programme
- To creatively develop specific event based development programmes aligned to the Welsh Athletics performance strategy
- To further develop and deliver the endurance RDP programmes
- Liaise with endurance leads at UKA and the Home Countries, exploring opportunities for collaboration and sharing best practice
- To provide support to identified coaches, and sign posting coach development opportunities to the endurance community.
- To attend National and International competitions where identified

KEY RESPONSIBILITIES

(CONTINUED)

Event Development

- Strategically determine the Welsh Athletics on track representative and international opportunities
- To update and develop all on track representative and international selection policies
- To support communication and operational delivery between Welsh Athletics and the endurance committees across all on track event groups in Wales
- To ensure that the domestic competition programme is aligned to the strategic objectives for on track endurance running across Wales
- To work closely with colleagues at Welsh Athletics and the Welsh Schools Athletic Association to ensure relevant programmes are aligned

Cardiff Met University Athletics Programme

- To coordinate the support programmes of Cardiff Met Performance Tier 1 programme athletes, supporting athletes from initial recruitment through their university journey to support academic and sporting success
- To lead the recruitment of talented future Cardiff Met Athletics students across all disciplines from within Welsh pathways, taking targeted and proactive approaches
- Attend key National competitions and recruitment events and identify potential performance athletes
- To act as a point of contact for all Cardiff Met performance programme coaches
- To support the Cardiff Met BUCS team with a leading team management role
- Support Performance Tier athletes more widely as required throughout wider competitions
- To contribute to the development and review of university performance programme service delivery

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PERSON SPECIFICATION

	Essential	Desirable
Experience of managing volunteers	✓	
Hold and maintain a valid UK Coaching Qualification	✓	
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 endurance 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, 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 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		✓
Competent in the interpretation of performance data		✓
Confident and experienced in the alignment of stakeholders		✓
Can demonstrate resilience and emotional intelligence		✓

BENEFITS PACKAGE



10% of your contracted hours back per week for wellbeing



Employee Assistance Program



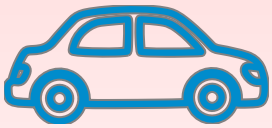
25 Days annual leave, plus 8 days paid for bank holidays



Employer pension contributions matching up to 6%



3 annual leave days gifted over the Christmas period



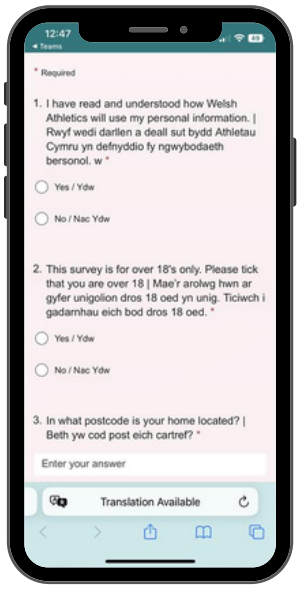
Free onsite parking at our office locations (NIAC, CISC)

Welsh Athletics membership



Funded career development and CPD opportunities

ED&I COMMITMENT



We positively encourage applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, gender identity, sexual orientation, religion, belief or non-belief.

If you are applying for a vacancy, please complete our anonymous online 'Equality & Diversity Survey' found on the application page.

We are actively working on ways to improve the diversity of people applying to work and volunteer in our sport and completing this survey helps us monitor our progress.

HOW TO APPLY

To apply for this role visit our online careers page at https://www.welshathletics.org/en/page/careers where you will find a link to submit your CV and a covering letter.

For further information on the role, please contact hr@welshathletics.org

