

England Fencing Ltd

Director of Workforce Development

29th Jan 2012

Overview

This role includes helping to formulate England Fencing strategy for developing the volunteer workforce, and managing the implementation of that policy, supported by other board members and the volunteer base.

This is a volunteer role. Reasonably expenses will be provided.

Job description

- Create and implement policy in relation workforce development.
- Liaise with other fencing bodies and external organisations to implement these policies & to manage the coaching and other registers.
- Manage the calendar of training programmes for referee, coach, armourer, team manager and other courses.
- Liaise with officers and external bodies to ensure that course material remains current and documents are appropriately controlled.
- Co-ordinate and manage website content relating to the above.
- Work with the executive and elected directors to formulate and implement the wider policies of England Fencing Ltd.

Person specification

- Excellent written and verbal communication skills
- Innovative approach to problem solving
- Experience and understanding of the roles of coaches, referees, armourers, team managers and other voluntary roles.
- Good team-building and management skills
- Experience of working within this or another sports NGB would be advantageous
- Eligible to hold a directorship under the terms of the Companies Act
- Good IT skills
- Enthusiasm and commitment

Workload

Minimum commitment is approx 8-10 meetings per year, plus 10 – 20 hours per month – possibly more in first year.

How to apply

Applicants should send a CV and covering letter to president@englandfencing.org.uk by 11/03/2012.

For an informal conversation regarding the post, please telephone Ray Stafford on 023 9236 2384 or 07887 542670 evenings or weekends.

The appointment is initially for two years, subject to renewal.