



## Olympic Team Leader (Bobsleigh)

### Job Description

#### Role

Olympic Team Leader (Bobsleigh)

**Role type:** Part-time, with attendance at key events, between January 2021 and January 2022, with a full-time commitment required for Games time in February 2022

**Reports to:** Board Directors

**Location:** Home based but with travel to BBSA headquarters in Bath, plus national and international travel as and when required, including approximately one month to be spent in Beijing, China in February 2022

**Salary:** Voluntary, with travel, subsistence and expenses covered

The British Bobsleigh & Skeleton Association are recruiting an Olympic Team Leader (Bobsleigh) ahead of the 2022 Olympic Winter Games.

The successful applicant will lead the co-ordination of pre-Games preparations and will formally lead the party in Beijing in February 2022.

Working in close co-operation with the Director of Operations and other key BBSA personnel, the Olympic Team Leader will ensure that Team GB Bobsleigh athletes and staff are presented with the best possible platform from which to achieve their potential in Beijing.

The role will involve close co-ordination with the British Olympic Association (BOA) and other external partners and the successful candidate will be required to ensure key preparation deadlines are met between January 2021 and the Games themselves.

#### Overall Responsibilities

- Work closely with the Director of Operations as our primary point of contact with the BOA
- Work directly with the BOA's Sport Engagement Manager on Team GB related matters in the build up to the Olympic Winter Games
- Work with other key BBSA personnel to make decisions on behalf of the sport in relation to Team GB, both in the run up to and at the Games
- Lead on pre-Games planning, liaising with athletes, coaches and other key personnel to ensure areas of organisation and performance are fully aligned
- Establish strong working relationships with athletes and coaches to ensure their Games-time preferences are catered for

- Take overall responsibility for ensuring we are as well prepared as we can be to maximise performance in Beijing
- Communicate all relevant Games specific information to athletes and staff
- Attend all events on the BOA Team Leader Journey
- Attend at least two World Cup races in season 2021/22 as GBR Team Leader
- Be the key point of contact for Team GB at the Olympic Games and create the right environment in which athletes and staff can deliver the best performance for Team GB

### **Pre-Games Specific Responsibilities**

#### **In conjunction with the Director of Operations...**

- Lead on all pre-Games planning
- Work closely with athletes and coaches to establish our requirements for a pre-Games preparation camp
- Work with the BOA to plan and deliver the optimal preparation environment, both at the pre-Games camp and within the Olympic environment
- Assume responsibility for ensuring all logistical arrangements (flights, ground transport, freight, accommodation etc.) are suitable and appropriate and work with the BOA on these arrangements
- Co-ordinate with the BOA in the ordering of formal, village and sport competition wear (making sure that up-to-date information is submitted in compliance with International Federation regulations)
- Work with other key BBSA personnel to review the International Olympic Committee/IBSF Olympic Qualification Standards with the BOA's OQS Panel
- Present our Olympic Selection Policy to the BOA for review
- Present the rationale for our Games time accreditation request to the BOA Accreditation Panel (clarifying roles and responsibilities for all accredited officials and creating a priority order to create a team structure which will provide performance focussed support to our athletes)
- Ensure all staff and all athletes sign and abide by the Team Members' agreement, codes of conduct, practice, protocols and operational plans put in place by the BOA
- Ensure that all administrative requests circulated by the BOA regarding accreditation, sport entries, logistics, athlete movements, media and medical are completed and returned in a timely manner
- Be available to answer any sport specific queries during the Delegation Registration Meeting

### **Games Time Specific Responsibilities**

- Lead and manage the team at the Games
- Co-ordinate arrival and departure arrangements of the team as agreed with the BOA
- Attend key meetings, including Team Leader briefings and Team Captains/Technical meetings, and assume responsibility for confirming final entries, competition wear sign-off and meeting other key deadlines
- Assume responsibility for any on-field appeals and have a full understanding of the regulations and protocols involved
- Ensure that all team members are focused on producing the best possible performance in Beijing
- Be responsible for the conduct of team members, ensuring that Team GB behaviours and principles and the Team Members Agreement are abided by throughout the Games period. This includes post-competition whilst athletes and staff remain in the Olympic environment

- Act as the team's designated spokesperson with regard to media, government and the Games organisers
- Ensure that effective crisis management plans and communication channels for all potential scenarios have been established and shared with the BOA and external stakeholders

### **Post Games Specific responsibilities**

#### **In conjunction with the Director of Operations...**

- Continue to be our primary point of contact with the BOA and fully complete the 'wrap up' process post Games (including any debriefs, questionnaires and reports)
- Manage the attendance of our athletes and/or staff sport at Team GB receptions / functions / media / stakeholder events

### **Competencies**

To effectively undertake the role of Team Leader, candidates must be able to:

- Inspire others and quickly gain the trust of team members
- Develop and maintain relationships with athletes, coaches, staff members and external partners
- Communicate effectively with all stakeholders
- Work equally effectively independently or as part of a team
- Meet tight deadlines and plan ahead
- Think strategically, with the ultimate goal of success in Beijing always at the forefront of their thinking

Experience of major international events (preferably at least one Olympic Games), either as a coach, staff member or athlete is essential, as is first-hand knowledge and experience of elite level bobsleigh.

A deep understanding of high-performance culture, including what it takes to succeed on the international stage, is also essential.

The successful candidate must be able to start immediately and commit to a number of key dates in the lead up to the Games.

### **How to Apply**

Please send a covering email, explaining why you are suitable, with your CV to [office@thebbsa.co.uk](mailto:office@thebbsa.co.uk)

**Deadline:** 5pm on Friday, January 8<sup>th</sup> 2021