



World Class Performance Programme (WCPP) Performance Support Assistant (Skeleton)

Job description

Job Title:	Performance Support Assistant
Salary scale:	Day rate expenses TBD at interview
Contract type	Part time, various days/weeks between October and March
Employer:	British Bobsleigh & Skeleton Association (BBSA)
Accountable to:	Performance Pathway Manager and National Coaches
Place of work:	The sport's main UK base is Bath, however, this role will predominantly involve travel within Europe and North America
Hours of work:	Such hours as necessary to carry out your duties. This will involve evenings and weekends during travelling periods

The BBSA and GB Skeleton are seeking to recruit an excellent travelling Performance Support Assistant for the international sliding season.

You will report to the British Bobsleigh & Skeleton Association headquarters in Bath but will travel extensively with either the Performance or Talent squads throughout Europe and North America.

Working closely with world-class athletes and coaches, you will play a key operational role on the international circuit as GB Skeleton look to continue their recent success story at Olympic, World and European level.

This role will suit someone with a background in sports performance and/or sport science. You will relish the opportunity to gain experience in a diverse and dynamic high performing environment, working under pressure to time constraints.

You will hold a full driving licence with no restrictions and have the confidence to drive in extreme conditions where needed.

Main Tasks and Activities;

- In conjunction with the Performance Pathway Manager and Data Analysis Lead, ensure all data pertaining to athlete tracking and benchmarking criteria is updated and shared through the central data management system
- Ensure all relevant performance data and video from training and races is collected and uploaded in the required time frame to meet the needs of the coaching team
- Manage the logistical and operational components relating to a squad's stay at a circuit venue, including the co-ordination of training facilities, accommodation, food and transport and, where needed, communicate with the Logistics Manager
- Ensure that photographs of any medal ceremonies are taken and, along with any other press/media reports, that these are fed back to the Head of Marketing & Communications
- Undertake any other duties as required of the Squad Coach and performance management team

The post holder shares with all colleagues the responsibility:

- i. for making suggestions to improve the working situation and contribute to positive employee relations within their area of work and the BBSA as a whole;
- ii. to cooperate with measures introduced to ensure there is equality of opportunity in employment and sports equity; and in addition for post holders with a management responsibility to encourage their staff to ensure that they comply with all aspects of the equal opportunities in employment and sports equity policies and practices;
- iii. for ensuring that the working environment is free of sexual and racial harassment and intimidation and any other form of harassment constituting unacceptable behaviour which is personally offensive;
- iv. to comply with all aspects of the BBSA Health and Safety Policy and arrangements and, in addition, for post holders with a management responsibility to encourage their staff to ensure that they also comply with all aspects of these arrangements.

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.