

Job Description – SCA Head of Performance & Pathways

Employment:

- Full time role employed by the Scottish Canoe Association through **sportscotland** investment

Reporting and management responsibilities:

- Reporting to the SCA Chief Executive Officer
- Line management responsibilities for coaches employed and contracted by the SCA Performance Programme and the SCA Coach & Pathway Developer

Main deliverables:

- Strategic planning for SCA Performance & Pathway activities. This is coordinated and integrated into the overall SCA long term plan in line with **sportscotland** investment cycles
- Partnership working with **sportscotland**, the **sportscotland** Institute of Sport (SIS) and the **sportscotland** National Outdoor Training Centre, Glenmore Lodge, to deliver the SCA Performance Programme
- Partnership working with British Canoeing to ensure cooperation between home nations at pathway level and enable effective transition to British Canoeing world class programmes
- Partnership working with Winning Students to remain a core sport and support Scottish Athletes sport and academic excellence
- Partnership working with training facilities such as EICA Ratho, Pinkston Watersports and other places across scotland, the UK and Europe
- Developing new partnerships to support achievement of the 4 year plan vision, especially in developing a semi-centralised operation of the SCA performance programme. Leadership and management of the SCA coaching staff to plan and deliver the annual programme of performance activities, with support form external providers, club volunteer coaches and helpers
- Leadership and management of the Sport Performance team to drive collaborative work between SCA performance staff and SIS leads and providers
- Leadership and management of the youth progression pathway development in olympic and paralympic disciplines, supporting the development of identified clubs and hubs.
- Leadership and management of work undertaken by the Coach & Pathway Developer with the Performance Coach Development Programme
- Leadership and management of the Athletes identification process and nomination into the SCA Performance and Training Squad
- Monitoring progress against targets and reporting - to CEO, SCA Performance Group, SCA Sport Performance Team, SCA Board and **sportscotland**
- Working to develop additional partnerships to enable progression to take place in local environments

Other aspects of management:

Staff management and deployment:

- Managing the deployment of coaches - ensuring that appropriate remits/ratios are in place
- Planning and delivering professional development for staff
- Conducting recruitment where necessary and managing the staff appraisal process

Financial management

- Preparing financial forecasts based on planned activity, building in options for contingencies
- Reviewing and adapting the financial models in place as appropriate
- Managing the delivery to ensure value for money and adherence to budget
- Delivering the annual plan within the available resources
- Providing financial reports to demonstrate how expenditure has been managed
- Manage athlete participation fees

Communication

- Appropriate communication (frequency, medium etc.) with all relevant stakeholders including but not limited to: board, staff, volunteers, athletes (and their parents), clubs, partners etc.

Compliance

- Full compliance with all statutory legislation including but not limited to Health & Safety, Safeguarding, Equality etc.
- Ensuring that SCA Performance operating procedures are reviewed regularly to follow best practice
- Ensuring that the SCA takes the necessary steps to comply with anti-doping rules including the provision of training and awareness amongst athletes and coaches

Policies and Procedures

- Reviewing and updating where necessary existing policies and procedures within the performance and pathways area
- Identifying the need for additional policies and procedures and developing, in consultation with relevant stakeholders, additional ones as required

Asset Management

- Taking responsibility for SCA assets allocated to the SCA Performance including but not limited to vehicles, trailers, craft, paddling machines, IT equipment etc.
- Ensuring safe and legal operation of all equipment
- Managing the maintenance, repair and replacement of assets

Performance Monitoring

- Support decision making with appropriate data management and performance monitoring
- Regularly review and share findings with appropriate groups using the following performance analysis tools (or equivalents): Mission Control, Sport Performance team VMOST (Vision, Mission, Objectives, Strategy and Tactics) and EAP (Enabling Action Plan), Medal tracker, Coach and Pathway developer progress tracker, Athlete IAP (Individual Action Plan) etc.