

**APPOINTMENT TO OF A PERFORMANCE LIFESTYLE ADVISOR
(working with British Equestrian)**

**BASED AT EIS WEST MIDLANDS AT BRITISH EQUESTRIAN FEDERATION (BEF) OFFICES,
Nr KENILWORTH, WARWICKSHIRE**

THE ENGLISH INSTITUTE OF SPORT LIMITED

JOB SPECIFICATION

CLOSING DATE FOR RECEIPT OF APPLICATIONS: 23 June 2009 at 1pm (GMT)

INTERVIEW DATE: TBC

(REF NO: WME42/09)

English Institute of Sport

Making the Best Better



The English Institute of Sport (EIS), a subsidiary of UK Sport, is a nationwide network of support centres designed to foster the talents of our elite athletes - increasing their potential for medal winning success. Working hand-in-hand with elite performers, coaches and performance directors, EIS's sport science and sport medicine specialists offer cutting-edge assistance to help our athletes gain the extra edge.

The EIS network of regional centres works in partnership with the national governing bodies of sport, UK Sport and government to enhance the training and preparation regimes of 'world class pathway' athletes and has a specific focus: delivering sport science and medical support services across the areas of sports medicine, physiotherapy, sports massage, nutrition, psychology, physiology, performance analysis, biomechanics, strength and conditioning and performance lifestyle support.

Led by Steve Cram, the former world mile record holder and Olympic medallist, the EIS offers integrated and seamless delivery of support services to athletes, able-bodied and disabled alike, working closely with all high performance partners to ensure a highly targeted approach to supporting elite sport.

The quality of service delivered is assured by the close relationship the EIS has developed with national governing bodies, performance directors, coaches and the athletes themselves. The strategy and ethos of the organisation is set by the national team.

The EIS operates under the directorship of Conor O'Shea who, along with the 250+ employees across the EIS network, embody the EIS ethos – making the best better.

With London 2012 on the horizon, there has never been a more exciting time to work in British sport, and with winning margins become smaller and smaller, there has never been a greater focus on the role of science, medicine and technology in achieving medal targets.

THE BRITISH EQUESTRIAN FEDERATION (www.bef.co.uk)

The British Equestrian Federation (BEF) is the national governing body for horse sports in the UK, affiliated to the Federation Equestre Internationale (FEI), the international governing body of equestrian sports. It exists to provide leadership, vision and purpose in steering the direction of equestrianism.

The BEF is an umbrella organisation representing the interests of 4.2 million athlete, vaulters and carriage drivers in Great Britain via 16 independent member bodies. Established in 1972 it is the largest representative body within the equestrian industry and together with the British Horse Racing Board and the Thoroughbred Breeders Association forms the British Horse Industry Confederation.

As a national governing body the BEF works on policy issues with the FEI. It co-ordinates the British calendar of international events, disciplinary procedures, doping control and oversees the training of British international judges, stewards, vets and course designers.

At home it plays an active role in representing the common interests of its member bodies to organisations such as the British Olympic Association, the Sport Aid Foundation, and Central Council for Physical Recreation.

The BEF is responsible for distributing Government funding to equestrian sports. Funding from UK Sport and Sport England supports the BEF's **World Class Programme** in developing the best athlete, with the aim of winning medals for Great Britain, to encouraging complete beginners to get involved. Funding support is also provided by Sport Scotland for the Scottish Equestrian Association (SEA), a member of the BEF.

THE WORLD CLASS PROGRAMME

The UK Sport funded Equestrian World Class Programme supports a pathway to success for eventing, show jumping, dressage and para-equestrian dressage athletes. The aim is to have in place a sustainable system that can deliver more medals on the international stage now and in the future.

The programme's mission is to identify talent, maximise potential, deliver success The Plan comprises three programmes:

World Class Performance: is based on a "no compromise approach" and has the sole aim of winning medals on the World stage. It exists to provide Britain's elite athlete with the best preparation to represent Equestrian Team GBR at World, European, Olympic and Paralympic level in the four Olympic / Paralympic disciplines of Eventing, Dressage, Show Jumping and Para-Equestrian Dressage.

The Programme aims to make the best better through the provision of a range of services and support. The Programme also seeks to work closely with owners to in order to ensure that they are fully involved with the process of trying to win medals. The programme delivers:

Performance Director/Managers advice and support , Programme administration , Coaches and coach development , Technical support (performance analysis) , Sports science and medicine consultants, including physiotherapy & sports psychology , Squad training, Rider allowance for training and competition , Key competition support (vets/coaches in attendance at key competitions), Research & development, Veterinary support , Farriery support , Medical support for athlete , Performance enhancing equipment , Team clothing , Championship costs & logistics management

A Performance Manager manages the Programme for each discipline. It is based around the principle of providing a professional management team, veterinary support and education, coaching and competition management. Squad sessions are used to develop a team atmosphere

and deliver coaching support. However, coaching and veterinary monitoring is also delivered at competitions and at the rider's home yard in partnership with the "home team".

Performance athletes also receive a means tested allowance direct from UK Sport and they can claim, through the Programme, support for coaching, travel, entry fees and veterinary fees.

If it is felt that a certain aspect will provide a performance advantage at a competition the programme will ensure that it is in place. This includes a central logistical and management back-up that has the financial freedom to visit Championship venues before the competitions start and to ensure that a robust logistical plan is put in place for the British teams. The Championship teams are fully funded by the Programme.

Selection for the Performance programme is based on results combined with potential to contribute to team success at major championships. The squad is selected following discussions between the Discipline Selectors, Performance Managers and the Performance Director. Athletes are reviewed on a six monthly basis, when targets, support provided and funding available are agreed.

World Class Development : the Programme was established in 2002, and underpins the World Class Performance Programme, sharing the overall aim of winning more medals on the World Stage. The Programme is divided into two parts: World Class Start , World Class Development

Athletes are nurtured, developed and inspired to become good competitors. The focus is a balanced approach between skill acquisition and physical conditioning to ensure the skill and competencies required to compete at the highest level are developed.

The philosophy behind the Development Programme is that training achieves excellence and correct training is the foundation to success. The Programme provides an established training pathway and is structured in such a way to facilitate rider improvement that will see them progress from World Class Start through to World Class Potential and onto the Performance Programme.

It includes the following elements: Competition experience including international exposure, Coaching, advice and competitive support , Equine sports science; soft tissue therapy, veterinary advice and education, equine nutrition, farriery advice and education , Human sports science; fitness, nutrition, sports psychology, medical backup , A comprehensive support network, Performance analysis to enhance technique and improve performance, Developing teamwork and team spirit through innovative squad sessions , Lifestyle, business and communication advice , Promoting the concept, where appropriate, of athlete basing themselves with established and successful senior athlete

The athlete is reviewed on a six monthly basis, with targets and objectives being set and funding to assist with achieving these aims agreed. Selection is on a two yearly basis but this does not mean that a rider cannot be taken onto the Programme during the two year cycle or removed.

The Development Programme also provides significant funding to support the Dressage, Eventing and Show Jumping Pony, Junior and Young Rider Championship teams in addition to the funding provided to support the athlete on the Programme.

These programmes work closely with the three British Equestrian Federation Olympic Member Bodies; British Dressage, British Eventing and the British Show Jumping Association. Their own training and competition programmes work hand in hand with the programmes run within World Class.

Athletes transition between programmes as their results , experience dictates.

Both Programmes has been funded by the Department of Culture, Media and Sport, primarily from the National Lottery, via UK Sport since 1998.

JOB SPECIFICATION

Job Title:	Performance Lifestyle Advisor (working with British Equestrian)
Grade:	Level 3
Salary Scale:	£34,500 - £41,499 p.a
Hours of Work:	Such hours as necessary to carry out your duties. This will involve a minimum of 37 hours per week and will include working outside normal office hours at evenings and weekends and on Public Holidays.
Region/Department:	West Midlands (CENTRAL REGION)
Employer:	English Institute of Sport Limited (referred to as the EIS).
Location:	The normal place(s) of work will be the British Equestrian Offices, nr Kenilworth, Warwickshire and as required a Midlands based EIS centre. Much of the role will involve significant travel to athletes at their home yards around the UK and to squad sessions/ training camps, as required.
Responsible to:	EIS Performance Operations Manager (East Midlands)
Accountable to:	British Equestrian Federation World Class Programme – Performance Director

ROLE SUMMARY

The post holder will contribute to the achievement of the aims and objectives of the English Institute of Sport and the Equestrian World Class Programme through:

- Developing and delivering a national strategy for the delivery of Performance Lifestyle support to all identified Equestrian World Class Programme athletes.
- To [lead and develop individual and group Performance Lifestyle support for all athletes on the World Class Programme, supporting and enhancing the effectiveness of their 'off-horse' lifestyle and the impact it can have on performance](#) .
- Provide much of the expertise necessary to assist athletes with the development of the business aspects of running an equestrian business.
- To significantly contribute to the athlete support team through working with programme staff, athletes' personal support staff and other practitioners as part of a multi-disciplinary team.

This role will involve training (non performance), supervising, working with and/or being in sole charge of young people and vulnerable adults.

The successful applicant will therefore be required to apply for a disclosure from the Criminal Records Bureau (CRB). A disclosure is an impartial and confidential document that details an individual's criminal record and where appropriate gives details of those who are banned from working with children. Having a criminal record will not necessarily be a bar to obtaining a position.

KEY RESPONSIBILITIES

It should be noted that this role does not deal with any aspects of “on horse” Equestrian Performance delivery

As a member of the Equestrian World Class Team and EIS Central region team, the post holder will:

- Under the direction of World Class Performance Director develop a national strategy for delivering Performance Lifestyle (PL) support to all athletes on the Equestrian World Class Development & Performance Programmes
- Establish with the Performance Director the priority target areas of lifestyle support for the programmes athletes i.e. communication and professional relationship building, time management, personal, financial and business planning, self-promotion, IT, plus managing other personal ‘distraction’ issues and to develop and deliver relevant solutions
- Deliver and develop Performance Lifestyle support to further enhance the personal and professional life skills that support athlete’s current performance demands and their future personal and professional development needs
- Deliver appropriate direct intervention support and develop strategic relationships and networks where necessary to further support these delivery requirements against athlete needs
- Develop working relationships with such organisations as VOSA, DEFRA and other Agencies whose regulations impact on equestrian athletes’ businesses
- Advise athletes on Employment Law and Tax regulations.
- Assist athletes utilise Information Technology to its full potential
- Ensure athletes receive the appropriate support and information to adopt a professional, performance focussed approach to planning and managing their “off-horse “ commitments and to leading a performance focussed lifestyle
- Coordinate appropriate athlete feedback to the Performance Director / Managers
- Undertake any required CPD training specified as part of the Performance Lifestyle programme and any other relevant performance development training that will enhance your ability to deliver a World Class Programme
- Work closely with the EIS National Performance Lifestyle Lead and EIS regional advisors to assure the quality and consistency of support to World Class programme athlete
- Develop close working operational relationship with the EIS Performance Operations Manager
- Conduct yard visits as required by the Performance Director / Managers / Discipline Coordinators to assess the athletes support requirements, suggest suitable solutions/training and assist in implementing the solutions as required. To provide direct support and advice to athletes on policies and to address any concerns. To provide a “listening ear” re “off horse” aspects as required
- Contribute to the development of the high performance culture within Equestrian World Class by ensuring the Performance Lifestyle operates through a multi-disciplinary team to deliver support to elite athletes
- Within the rules of professional confidentiality liaise with athletes, parents, coaches, employers, owners, EIS/UK Sport staff and other as appropriate

- Work within the rules of the Equestrian World Class Professional Code of Conduct, standards and guidelines and, where appropriate, the EIS host agency
- Maintain a comprehensive file of work conducted with athletes and coaches
- Undertake any other reasonable duties for the Performance Director of the Equestrian World Class Programme, Performance Managers and other colleagues as requested.
- Drive own CPD Plan, actively identifying new areas for learning and committing to a culture of continuous improvement.
- Contribute to and/or prepare reports for the Performance Director, as required.

The post holder shares with all colleagues the responsibility:

- for making suggestions to improve the working situation and contribute to positive employee relations within their area of work and the EIS as a whole
- 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
- 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
- to comply with all aspects of the EIS 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
- to comply with all aspects of any codes of conduct that might apply by virtue of the EIS having a presence in facilities operated by third parties.

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.

PERSON SPECIFICATION

The person specification describes the knowledge, skills, aptitudes, experience and qualifications that the English Institute of Sport deems as necessary for successful performance in the job role.

1. QUALIFICATIONS

Essential

- A qualification at degree level or equivalent in Sport or Business Management/Administration, an allied discipline relevant to the management and development of high performing individuals
- UK Sport Accreditation in Performance Lifestyle or a commitment to follow the UK Sport Training and Accreditation Programme in Performance Lifestyle. (This may include registration on the Post Graduate Certificate in Lifestyle Management in High Performance Sport)

Desirable

- A qualification at higher degree or equivalent experience in Sport and / or Business Management/Administration or an allied discipline relevant to the management and development of high performing individuals
- A professional qualification, suitable experience or accreditation in business/management coaching & mentoring, personnel and development.

2. EXPERIENCE

Essential

- A greater than average experience and understanding of the equestrian environment, competition horses and the pressures, legislation and logistics of yard management
- Demonstrable experience of working in a commercial environment appropriate for achieving a practical working knowledge of small business considerations including developing business plans, an excellent understanding of employment law, DEFRA regulations, VOSA regulations, IT, VAT and accounting
- Demonstrable experience of 1 to 1 and group delivery/training, providing solutions whilst facilitating learning and development
- A verifiable record of working within a multi-disciplinary team in the delivery of services in a high performance environment
- Experience of dealing with national performance programmes within national governing bodies of sport
- Experience of developing and implementing innovative ideas and putting them into practice, including working in an applied and integrated manner

Desirable

- Experience of business/management coaching & mentoring with the ability to demonstrate competence and success in supporting personal and professional development of clients
- Experience in providing lifestyle management, career management and business development advice & guidance
- Experience of implementing more complex business solutions and their monitoring and evaluation in a high performing environment
- Experience of marketing, brand awareness and promotion.

3. KNOWLEDGE

Essential

- A solid understanding of elite Equestrian sport
- An understanding of the needs and pressures of elite athlete (and their support staff) in their training and competition environment
- A good understanding of the business administration considerations and solutions of small to medium enterprises
- Knowledge of interpersonal skills and communication styles and how they impact on others
- An understanding of the principles of effective planning and time management
- A good understanding of developing systems, including IT, to support the smooth and efficient running of a small business environment

Desirable

- Knowledge of effective communication skills including counselling, coaching & mentoring skills
- Knowledge of personal development and personal effectiveness
- An understanding of career development theory and practice and their associated tools and resources
- An understanding of the multi-disciplinary practice of various sports science and medicine disciplines surrounding elite athletes
- A good understanding of how UK further and higher educational establishments and professional accrediting bodies currently deliver education and training
- An understanding of funding available through charities / Public bodies for disabled athletes

4. SKILLS AND ABILITIES

- First class, communication and interpersonal skills
- Excellent IT skills with the ability to advise and guide others in the effective use of MS Office applications, including a high level of competency with Outlook and PowerPoint

- Ability to sense-check business plans.
- Ability to implement innovative ideas and influence athlete and coach support programmes
- Ability to work under pressure
- Ability to prioritise own workload
- Ability to balance conflicting demands and tight deadlines
- Excellent problem solving and decision making skills
- Excellent listening skills
- The ability to network effectively and develop appropriate contacts
- Ability to communicate fluently, in English
- Ability to engage with others (internally and across organisations) through a range of communications methods
- Ability to communicate technical data in terms that are easily understood by a wide range of audiences
- Ability to work effectively with colleagues both within the Equestrian World Class Programme , EIS and from other organisations
- Skill in promoting productive relationships with high performance staff within national governing bodies of sport.

5. PERSONAL DISPOSITION

- Open and transparent
- Highly motivated with a passion for high performance
- Personal integrity and the ability to invoke trust and respect from others
- Tenacious with expert influencing skills
- Innovative and open minded with a view to adopting new practices
- Personal commitment to continuous personal professional development
- Team player
- A positive attitude to Information Technology in carrying out the responsibilities of the post.

6. OTHER CONSIDERATIONS

- An understanding and commitment to equal opportunities in employment and sport
- An understanding of individual responsibility in complying with the Health and Safety policies and arrangements of the EIS and all relevant partners

- Ability to work irregular and unsocial hours as required involving work outside normal office hours, at evenings, weekends and Bank Holidays
- Ability to travel extensively throughout England, including overnight stays
- Ability to travel abroad with teams if required
- An understanding of and commitment to fair play and all national and international anti-doping policies as enforced by national governing bodies, international federations, Olympic / Paralympic Associations and other relevant organisations.

APPLICATION AND SELECTION PROCESS

APPLICATION

Please apply by sending a copy of your CV with a covering letter outlining why you believe you are the person for this role to the following address quoting reference number **WME42.09**.

Senior Business Administrator
English Institute of Sport
Alexander Stadium
Stadium Way
Perry Barr
Birmingham
B42 2LR

You may, if you wish, e-mail your application to us at jobs.wmidlands@eis2win.co.uk

Please note the closing date for receipt of applications is 23 June 2009 at 1pm (GMT).

SECONDMENTS

If you are interested in applying for this post on a secondment basis, please indicate this clearly on your application form. Details of secondments will then be discussed with individuals

SELECTION

Short listing will take place as soon as possible following the closing date. Please could you indicate clearly on your application a telephone number where you can be contacted during office hours (i.e. 9am – 5pm Monday to Friday). You should presume that you have not been successful if you have not heard from us within 4 weeks of the closing date.

Whilst provisional dates have been set for the recruitment and selection timetable, we may need to be flexible in varying the dates and possibly location of interviews to take account of the individual requirements of candidates and specifically those travelling from overseas.

It is likely that the selection arrangements will only be confirmed following short listing when the requirements of candidates being called to interview can be more clearly assessed. **However it is intended to hold interviews for this post on a date to be confirmed.**

EQUAL OPPORTUNITIES

The English Institute of Sport is committed to the promotion of equality of opportunity in all fields. As an equal opportunities employer, the EIS intends that no job applicant or employee shall receive less favourable treatment because of gender, gender re-assignment, marital or family status, age, disability, ethnic origin, creed, sexual orientation, Trade Union membership, or by any other condition or requirement which cannot be shown to be justifiable.

FURTHER INFORMATION ON THE ENGLISH INSTITUTE OF SPORT

If you would like further information on the English Institute of Sport please refer to the EIS website www.eis2win.co.uk.