

JOB DESCRIPTION

Job/Role Title:	Athlete Engagement Manager
Job Holder:	
Reporting to:	Chief Executive
Grade:	Competitive
Location:	Charlotte Street

Scope

A strategic review of how the BOA works with athletes has identified the need for an exciting new role of Athlete Engagement Manager.

The individual will work closely with athletes, Management and key stakeholders, to ensure that all BOA activities have the athletes interests at heart; that the BOA builds a strong relationship with all past, current and future Olympians and that it ensures that the right services exist throughout the BOA or other stakeholders to support Olympic athletes during their careers and after they finish competing.

Key Responsibilities

- Ensure the athletes lens is at the heart of everything the BOA does by working closely with the Chair of the BOA Athletes' Commission and BOA Management, to plan the agenda (acting as the Commission 'secretariat') and ensure engagement of Commission members with all key BOA projects.
- Ensure appropriate services (including the Athletes' Medical Scheme and Passport Scheme) are provided to Olympic athletes and manage relationships with key partners
- Develop a range of means for creating a lifelong relationship between the BOA and Olympic athletes, in particular:
 - Organise and promote Olympian appearances at all BOA events, including for the media and fundraising activities
 - Assess how best to work with retired Olympians, working closely with British Olympians and other organisations as appropriate, particularly in view of engagement in the lead-up to 2012
 - Ensure that there is a comprehensive and up-to-date database of all Olympians
- Provide support where required for the IOC's Athletes' Commission Member

Key Challenges in Delivering the Role

- This is a new role so there is the opportunity for the jobholder to shape the role to truly add value
- It will be necessary to work very closely across all the teams in the BOA, to identify projects which would benefit from athlete input and to arrange for the appropriate level of engagement
- The Commission will require particular attention in the start-up phase, to shape its purpose and build credibility
- Direct contact with athletes and ability to build relationships with the athletes themselves and their support network. This individual should be visible to athletes for example, in agreement with the NGBs by attending training/competition events
- There are a number of stakeholders and providers in the athlete services space, and the jobholder will need to ensure that the role and value of the BOA is absolutely clear within this

Relationships and Interfaces

- Past, present and future British Olympians
- Work closely with the Chair and Members of the Athletes' Commission
- Work with Performance Teams within the NGBs, so that there are no surprises with BOA athlete engagement and support
- BOA Management across all functions
- Work with the nominated leads in other stakeholders – in particular in BAC, EIS, DKHLT, British Olympians
- Line manage Passport Administrator
- Some contact with commercial organisations who can provide support to the athletes may be required, alongside the commercial team

Person Specification

Essential:

- Excellent relationship-building skills and ability to broker arrangements internally and externally
- Energy and drive to develop a new role in an ill-defined area
- Sports enthusiast – able to empathise and engage with Olympic athletes
- Understanding of the British sporting landscape
- Strong project management skills
- "Membership"/alumni development skills
- Commercial capability may be helpful in addition

To apply:

Please send a covering note and CV to chris.bradford@boa.org.uk by 28th May 2010