

JOB DESCRIPTION		
JOB TITLE:	Performance Programme Manager	
REPORTS TO:	Director of Pathways & Coaching	
EMPLOYED BY:	Scottish Golf Ltd	
LOCATION:	Arrol House, Viking Way, Rosyth, Fife, KY11 2UU	
SALARY RANGE:	£30,000 - £35,000	

Main purpose of Job:

1. Contribute to the overall achievement of the Scottish Golf Strategy.
2. Support the delivery of the Performance Tactics and KPI's
3. Liaise with Scottish Golf Director of Pathways & Coaching, Performance Coaches and external support providers to organise and coordinate all national training programmes
4. Track and monitor player statistics and performance in line with agreed annual outcomes

Position in organisation:

The post holder will be an employee of Scottish Golf Ltd and will report to the Scottish Golf Director of Pathways & Coaching. They will work closely with colleagues within this department and contribute to other departments, particularly Events, Participation and Marketing.

Liaison will be required with a number of key external groups including: sportscotland Institute of sport, Sponsors, Media, Suppliers, R&A, Home Unions, and European Golf Association.

Line Management Responsibilities

- National & Regional Performance Coaches

Specific Duties and Responsibilities:

- Manage National performance programmes, including delivery of player & parent education
- Member of relevant selection committee's as determined by the Director of Pathways & Coaching
- Manage funding related to associated programmes/players
- Close liaison with Coaches ensuring that each player has a comprehensive plan for their development
- To benchmark individual, team and programme progress in line with agreed goals/targets
- To manage and oversee the operational aspects of relevant training programmes, camps, competitions and team events, which will on occasion involve travel (possibly overseas)
- Responsible for all aspects of team & squad administration, including selection/de-selection letters and player agreements
- Maintain a full player record system incorporating up to date personal details, medical questionnaire and uniform specifications, ensuring adherence to all privacy policies
- Validation of international competition entries for Scottish nationals playing abroad
- To monitor, track and authorise all expenditure in line with agreed budget codes allocated
- Responsible for providing key information relevant to strategy development and operational planning

Financial responsibilities:

- Budget holder for relevant budget codes as determine by the Director of Pathways & Coaching from time to time

General Duties and responsibilities:

- To comply with all legislative requirements and company policies including but not limited to Anti-Doping, Child Protection, Health & Safety, Equality and confidentiality.

This list of specific and general duties and responsibilities is non-exhaustive and subject to review and change.

Qualifications:

- Applicants should hold a relevant degree level qualification or equivalent, ideally in a sports related discipline.
- As the post involves travelling, applicants must hold a full current driving licence.

Experience and Knowledge required:

- A Minimum of 2 years' performance programme management, including financial management is essential
- NGB experience is essential
- Significant experience of performance sports development and or coaching is essential
- Experience of managing/coaching teams is essential
- Experience of working with a variety of partners is essential
- Golfing knowledge is highly desirable
- Excellent IT skills, especially use of Microsoft Excel and other project management tools

Key Competencies:

The post holder must demonstrate the following:

- Highly organised with attention to detail
- A strong communicator with outstanding people skills
- Achievement focus
- Commitment to collaborative working
- Effective decision making
- Leadership

Miscellaneous:

- A salary reflecting the post holders experience and position within the organisation will be offered. In addition, a pension scheme and other benefits.
- This role covers the whole of Scotland and so requires some travel around the country, often during evenings and weekends. On occasion, the post holder may be required to travel outside Scotland.