

A photograph of a fencer in a white uniform and mask, holding a foil, with their arm extended forward. The background is dark and out of focus.

***JOB DESCRIPTION
TALENT PATHWAY
COORDINATOR
BRITISH FENCING***

MAY 2025

CONTENTS

<i>About British Fencing</i>	1
<i>The Role</i>	2
<i>Person Specification</i>	6
<i>Further Information</i>	8
<i>How to Apply</i>	10

We want to ensure that everyone has the opportunity to receive clear, understandable information from British Fencing. If you require this document in an alternative format, such as a Word document or an audio version, please contact recruitment@britishfencing.com.



ABOUT BRITISH FENCING

British Fencing is the National Governing Body for the Olympic and Paralympic sport of fencing in the United Kingdom.

Our members are the fencers, clubs, coaches, referees and countless volunteers who make up the British Fencing community. We aim to support them on every step of their development journeys, helping them to realise their goals in a safe, enjoyable and respectful environment. We support all ability levels: beginners, recreational fencers as well as elite international, Olympic and Paralympic athletes.

We understand the vital importance of accessibility, inclusivity and diversity, which we actively promote through our programmes. We believe that fencing is for everyone and through our social impact programmes, we aim to deliver a positive impact on people's lives.

THE ROLE

The Talent Pathway Coordinator will play a vital role in supporting the identification, development, and retention of talented athletes within British Fencing's GBR Pathway. The role is essential to ensuring a continuous pipeline of world-class fencers whilst helping to keep those who exit the GBR pathway engaged with the sport.

With GBR fencers achieving success on European and World stages, this is an exciting opportunity to help shape the future of British Fencing by creating outstanding development experiences for athletes and the broader fencing workforce.

We are seeking an energetic, detail-oriented team member with strong organisational, logistical, and communication skills. You will support GBR Pathway athletes, coaches and the wider community as they strive toward their on-piste aspirations.

RESPONSIBILITIES

WEAPON STEERING GROUPS:

- Provide administrative support to Weapon Steering Groups, which in turn contribute to the long-term strategic direction of the sport.
- Communicate complex information effectively across a diverse fencing community of athletes, coaches and wider workforce.
- Organise meetings by setting agendas, facilitating productive discussions, and tracking actions and outputs.

GBR PATHWAY SERVICES:

- Support the coordination of the planning and delivery of the GBR Pathway services.
- Collaborate with the GBR Operations Team to ensure opportunities meet the needs of athletes across the performance pathway.
- Liaise closely with athletes, coaches, parents, club officials, support staff and Home Nations to ensure a positive and effective pathway experience.

PARA AND WHEELCHAIR TALENT PATHWAY FENCING:

- Provide administrative support to the team identifying and nurturing potential para athletes through talent identification days and engagement with clubs, universities, and the wider fencing community.
- Support the operational plan for the development and provision of competition equipment to expand access to para fencing.
- Support athletes when navigating the classification process by providing information, guidance, and administrative support.

CLUB DEVELOPMENT:

- Support the implementation of a GBR Pathway Club Accreditation Programme to recognise clubs that foster high-quality athlete development environments.
- Build and maintain strong relationships with club officials/coaches to support athlete progression and talent tracking.

COMMUNITY ENGAGEMENT:

- Attend camps and competitions to build and sustain relationships with club officials, athletes, coaches, and parents.
- Maximise engagement and awareness of the GBR Pathway throughout the fencing community, working in collaboration with the Communications Team.

COMMUNICATIONS:

- Ensure the British Fencing website remains up to date with relevant GBR Pathway information, including literature, camp details, and programme updates.

DIVERSITY AND INCLUSION:

- Promote and support the development of an inclusive GBR Pathway that is accessible and equitable for all, ensuring the best talent has access to the sport and can thrive in our environment.



PERSON SPECIFICATION

ESSENTIAL

- Excellent organisational and project management skills.
- Strong communication skills, both written and verbal.
- A team player who is approachable and collaborative.
- Self-motivated, proactive, and committed to continuous improvement.
- Able to adapt to a dynamic sporting environment.
- Proficient in Microsoft Office platforms.
- Willingness to work occasional evenings and weekends (further information is provided below).

DESIRABLE

- Passionate about sport and talent development.
- Understanding of the UK sporting landscape, especially in talent pathways and athlete development.





FURTHER INFORMATION

The Talent Pathway Coordinator will be required to attend approximately six GBR Pathway Camps and three BF events.

BF events take place on approximately the same weekends every year:

- British Senior National Championships: end of April (typically Sheffield)
- British Youth Championships: first May Bank Holiday (typically Sheffield)
- British Cadet & Junior Championships: early September (typically Nottingham)

BF STRATEGIC GOALS

Our strategic goals are to:

GROW PARTICIPATION

Increase inclusive opportunities and transform perceptions of the sport to welcome a new audience and grow participation at all levels.

CREATE A SUSTAINABLE FUTURE

Establish a long-term, self-sustaining operating model that secures the future of British Fencing, strengthens clubs, and ensures the continued growth and success of the sport.

DELIVER GBR SUCCESS

Enable every GBR pathway athlete to maximise their potential to achieve international medal success.

SUPPORT WOMEN AND GIRLS

Attract and retain women and girls across all levels of fencing.

DELIVER POSITIVE SOCIAL IMPACT

Increasing fencing's contribution to improving people's lives.



HOW TO APPLY

To apply for the role, please email your CV with a brief cover letter (ideally as one document) to: recruitment@britishfencing.com.

If you would like to discuss the role or the application, please email us on the same email address to arrange a call or ask a question.

We welcome applications from all sections of the community, regardless of age, race, colour, sex, marital status, religion, ethnic origin, nationality, disability or sexual orientation.

Closing date: Sunday 8th June 2025

1st stage interviews: Tuesday 24th June 2025

2nd stage interviews: Wednesday 25th June 2025

Remuneration: £26,000

Contract type: Full-time (35 paid hours per week to include evening and weekends)

Location: Flexible (with in-person meetings in London and/or Bath twice a month)

Please note, this role does not include an offer of visa sponsorship.

