

ATHLETE REPRESENTATIVE JOB DESCRIPTION

Last Updated: July 2025

1. ATHLETE REPRESENTATIVE DUTIES

- Represent the rights and interests of all athletes within the British Fencing (BF) GBR Pathway Programme across Olympic and Paralympic disciplines.
- Establish or evolve a suitable, effective mechanism to seek athlete opinion, collate this opinion where necessary, and present to senior staff members within BF
- Ensure senior and other staff members within BF understand, respect and – where appropriate – partake in the Athlete Representation mechanism
- Establish or evolve a suitable, effective means of consulting with fellow Athlete Representatives in a confidential and professional manner
- To maintain the appropriate level of professionalism and confidentiality with regards to your fellow athletes and staff members within BF.
- To signpost athletes to support offered by the British Elite Athletes Association (BEAA) or other organisations where necessary
- To ensure that every GBR Pathway athlete within British Fencing feels safe, supported and able to provide feedback on any issue
- To ensure that all feedback mechanisms are reviewed when appropriate, and remain effective in giving athletes within your sport the opportunity to provide feedback
- To share with staff members within BF positive elements of their GBR Pathway Programme, ensuring that the organisation can continue to develop or build upon areas which are proving positive and/or effective among athletes

2. DESIRABLE SKILLS

- Effective written and verbal communication skills
- The ability to remain balanced and impartial when receiving or providing feedback on different issues
- Strong organisational skills, including the ability to plan and organise meetings, set agendas etc.
- Good time management
- Understanding of the wider sporting landscape
- The ability to empower others
- The ability to build solid and effective working relationships, both within BF and with Athlete Representatives from across the high-performance system

3. DESIRABLE CHARACTERISTICS

- Trustworthiness
- Integrity
- Discretion
- Passion for the continuous improvement of the high-performance sport environment
- Commitment to the role and your fellow athletes
- Open to continued learning and professional development

4. BENEFITS OF BECOMING AN ATHLETE REPRESENTATIVE

The opportunity to

- Receive Continuing Professional Development (CPD) through formal training and informal skill development in areas such as leadership and communication
- Build networks and contacts beyond your own sport
- Build positive working relationships with senior figures within the wider high-performance system
- Facilitate positive change within your sport
- Influence key performance decisions on behalf of your sport and peers
- Shape a positive culture for current and future athletes

BF will cover the cost of Athlete Representatives to be members of the BEAA.

5. SUPPORT IN FULFILLING THIS ROLE

You will receive ongoing support from the BEAA at every stage of your time as an Athlete Representative. This includes (but is not limited to):

- Support throughout the athlete nomination and election process
- Advice and guidance on best practice examples of Athlete Representation from across the high-performance system
- Assistance in compiling key documentation for your NGB or fellow athletes
- Advice and guidance on setting targets and reviewing progress: both as an individual and in terms of the overall Athlete Representation mechanism
- Training sessions run by UK Sport in partnership with the BEAA, centred around the development of the highly transferable skills required to be an effective Athlete Representative
- Confidential support should any issues or challenges arise as part of your role
- Induction into the BEAA Athlete Representative network. This will enable you to engage with other Representatives from different sports, share best practice and learning opportunities
- Notification of all relevant CPD opportunities passed to the BEAA by UK Sport, and other national and international organisations