

**ARMY BIATHLON UNION TEAM MANAGER  
FOR EMPLOYMENT WITH HQ 4 DIV, ALDERSHOT**

1. **Unit.** HQ 4 Div
2. **Location.** Steeles Road, ALDERSHOT
3. **Appointment.** Army Biathlon Union Team Manager
4. **Rank/Status.** Capt/Maj
5. **Post Vacant.** From 1 Jul 09
6. **Salary.** Additional Duties Commitment

7. This post will be under Additional Duties Commitment details of which are contained in 2007DIN02-098 and the successful incumbent will be expected to be employed for at least three days per week. Candidates should either be or have been a member of the TA or RARO.

8. Outline Job Description. The Team Manager of Army Biathlon Union (ABU) Personnel within the National Nordic Biathlon Squad is responsible to the Chairman of Army Winter Sports Association and detailed tasks are as outlined below:

- a. G1/G2 - team focus for all JPA processes, welfare, discipline, and pers admin including race entries, passports, visas, licences, documentation, wpn licences, insurance, veh servicing and documentation.
- b. G3/5/7 - team RCMO / POC for units - MS, promotions, CLM, trade training/courses, BS, PD.
- c. G4 - coord mat requirements incl tpt (green and white), flights (including via internet), ammo, accn, messing/CILOR.
- d. G9 - investigate and exploit civ and mil welfare funds to assist with Team purchases. Run team accounts.
- e. Regularly visit Team during trg and on competition circuit (requires international FMT 600).
- f. Report to GOC 4 Div/ Chair Nordic/ BBU Board with regular (monthly) written SITREP and verbal briefs when required.
- g. Attend IBU and World Cup events as Team Leader/Manager as required. Attend BOA/UK Sport/BBU Board/AWSA/Army Nordic meetings as required.
- h. Carry out additional tasks as detailed by GOC 4 Div as Chairman AWSA/Chair Nordic

9. Eligibility. Previous Regular or TA service as a Commissioned Officer is essential.

10. The following experience/skills are required:

- a. Essential:
  - (1) A good representative of the Army in the international arena and an able communicator
  - (2) Wilco individual with a sound knowledge of administrative staffing procedures.
  - (3) Well organised - keen interest in development of young athletes and Nordic disc.

(4) A personable individual able to work well with limited supervision

b. Desirable:

(1) Attendance at ICSC (L).

11. Applications for this post are to be submitted in writing, with full Curriculum Vitae (2 pages max) including army personnel number along with the names, addresses and telephone numbers of two referees to:

Capt C N Bird	Mil Tel: (9) 4222 2832	
SO3 MS/Pers	Civ Tel: (01252) 347832	Civ Fax: (01252) 347760
HQ 145 (S) Bde	E-Mail: <a href="mailto:dicky.bird299@land.mod.uk">dicky.bird299@land.mod.uk</a>	
Wavell House		
Cavan's Rd		
ALDERSHOT		
Hants		
GU11 2LQ		

12. The closing date for applications is **Friday 26 June 2009**.

13. The Final Selection Board will be held soon afterwards. Applications not received by the SO3 MS/Pers, HQ 145 (South) Bde by this date/time, for whatever reason will not be considered. The successful applicant will be expected to take up the appointment as soon as is practicable.

14. The TA is an Equal Opportunities Employer.