

## **Job Description – British Biathlon Union Secretary General**

### **About the British Biathlon**

Formed in 1996, the British Biathlon Union (BBU) is Great Britain's National Governing Body for the Olympic sport of biathlon. We are a not-for-profit, membership-based organisation that is funded through membership, the International Biathlon Union (IBU) and the athletes. Our primary objective is to promote the sport of biathlon in Great Britain, to help the sport grow and gain positive recognition of its benefits and potential. The sport is aimed at inspiring enjoyment, health and community to its participants, families and supporters. A significant part of the BBU's portfolio is the provision of support and training for athletes that have been identified with the potential to participate at international level. Our ultimate vision is to place an athlete on the podium at the Winter Olympics.

The BBU is a full member of the International Biathlon Union (IBU), the British Olympic Association (BOA), National Olympic Committee (NOC), and UK Sport.

### **The Role**

The Secretary General or CEO, is the only executive officer of the BBU and responsible for its leadership, acting under the direction of the Board. The post also carries a representative role as the public face of the BBU. The role is part-time and home based. We are recruiting an individual who can commit 52 days a year approximately 1 day a week, to the role with the aim and expectation that the role will grow as additional financial resources become available. The successful candidate will be in a position to consolidate on the successes achieved in the past 3 years by identifying and exploiting opportunities.

### **Main Responsibilities**

- Responsible for the effective and efficient functioning of the BBU; getting the best value from the available budget in line with the BBU's Vision, Mission and Strategy.
- Company Secretary.
- Give direction and clarity to the BBU strategy and policy development.
- Deputise for the Chairman as required.
- Act as the communications hub for the Board, ensuring that its members are kept informed.
- Maintain good communications with GBR Team athletes and their parents/guardians as necessary.
- Foster a solid working relationship and establish effective communications with the IBU, the British Olympic Association (BOA), UK Sport and the individual sport's governing bodies of England, Northern Ireland, Scotland and Wales.
- Attend international biathlon conferences and races on behalf of the BBU.
- Responsible for internal and external communications on all mediums, including social media.
- Responsible for the setting up of Board and general meetings and for timely production of the relevant minutes.
- Maintain the register of Directors' registerable interests.
- Update the BBU Articles and details as held at Companies House.
- Oversee the production of contracts, as necessary.
- Monitor the BBU's insurance requirements.

- Act as Line Manager for BBU employees.
- Hold the BBU archive to include records of meetings, the Articles, Terms of Reference and BBU policies.
- Support the Board to identify and attract sponsorship for the BBU
- Chair the Selection Committee for GBR Teams and squads.
- Ensure that the organisation is compliant with WADA codes of conduct with support from the Anti-doping officer.

### **What's Required**

We are seeking a candidate with initiative and excellent leadership skills, who has the energy and passion to support and lead the BBU and British biathlon to the next level on the pathway to international success. The candidate must be able to work largely unsupervised and take the initiative in an environment where opportunities are often fleeting and good decision-making paramount. A working knowledge and experience of business development and managing a business is important. Previous experience in biathlon is desirable, but not essential, whereas a good working knowledge of sports is critical.

The candidate must be personable and able to engage with and maintain a good working relationship with a diverse set of stakeholders, both in the UK sporting and business domain as well as abroad. The portfolio is demanding, encompassing administration, logistics, communication, operations, finance, training and planning, but the potential rewards are significant.

**Remuneration to be discussed at interview.**