



# Performance Investment & Business Manager

Job specification

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<b>Job Title</b>	Performance Investment & Business Manager
<b>Reports to</b>	Director of Performance
<b>Directorate</b>	Performance
<b>Location</b>	British Rowing Headquarters (6 Lower Mall, Hammersmith, London)

## Job Purpose

Manage the UK Sport and where required Sport England Investments in the Performance Directorate. Ensure the Performance Programme is making best use of available resource.

## Key responsibilities

- Work with the Director of Performance to scope and prepare budgets from draft to final contracted stage to support the World Class Programme performance strategy.
- Work with the Director of Performance and the Director of Pathways to agree and track areas where UK Sport and SE Talent funding align to ensure appropriate connection between Pathway and Performance budgets.
- Provide regular budget updates to the Director of Performance to support strategic decisions and management of Performance Investment.
- Work with designated budget heads to ensure efficient and effective use of funds, accurate and responsive forecasting, and timely budget management.
- Work closely with the British Rowing COO and Finance Team to prepare quarterly reporting figures and forecasts.
- Liaise on a daily basis with the Financial Controller and Assistant Accountant on day-to-day performance finance matters.
- Embed the systems for effectively managing the UK Sport and where required Sport England Investments in the most streamlined and time efficient manner.
- Understand and ensure compliance with all specific funding requirements.
- Liaise with UK Sport and Sport England as necessary to satisfy investors in the GBRT Performance Directorate.
- Oversee performance supplier contract renewals and tendering processes.
- Negotiate and set up new performance supplier contracts as required.
- A member of the Performance Leadership Team
- Co-ordinate the GBRT Annual Review Process
- Support the Director of Performance in the completion of their duties.

*This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of the changing needs of the organisation.*



## Person Specification

This is a pivotal role in driving the performance team forwards and would suit someone who can demonstrate strong business acumen alongside significant experience in financial planning, creative problem solving and working with stakeholders at every level in and outside of an organisation.

### Essential

You will have:

- Demonstrable experience in managing a complex range of resources, giving sound advice and judgement to senior leadership and be well versed at being part of a strong high performing senior management team
- Advanced Excel skills and be highly numerate
- Previous budget setting experience
- Basic understanding of accounting principles
- Procurement experience
- An ability to effectively communicate with a wide range of individuals
- Excellent attention to detail
- High levels of integrity and the ability to maintain confidentiality.
- The ability to constructively challenge and hold individuals to account where required.

### Desirable

- Building management experience
- An understanding of High Performance Sport
- Operations experience
- Power BI dashboard creation or use.

## Additional Information

**Anti-Doping** The post-holder is expected to be fully conversant with the core requirements of the WADA Anti-Doping Code and its requirement on coaches and Team Support personnel to set a good personal example in this field. When directly working with athletes the post-holder will have a responsibility to inform them appropriately of the Code's application to them and to influence them in following a 'drug-free' culture.

**Hours** The post-holder's hours will be flexible to reflect the needs of the role and, while maintaining an appropriate work/life balance, will include time in evenings, at weekends and over public holidays. Standard working hours are 40 hours a week although flexibility is required in order to ensure core objectives are achieved. National and international travel will be required.



British Rowing is a membership organisation with 30,000+ members, funded partly by the exchequer and by the National Lottery via Sport England and UK Sport. The organisation is responsible for the training and selection of individual rowers and crews representing Great Britain, and for the development and participation of rowing and indoor rowing in England. Rowing is one of the most successful British Olympic and Paralympic sports of all time delivering 39 Olympic and Paralympic medals since Sydney 2000. We are committed to ensuring that the sport continues to thrive from the grass roots right up to winning medals at the Olympic and Paralympic Games.

## **Equal Opportunities**

British Rowing is committed to equal opportunities for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.