



## Job Description

**Job Title:** Independent Chair – Performance Advisory Group

**Reporting to:** AGB Board

### Our Values

We have developed a set of values to guide how we operate. As one archery community:

- We value people for who they are and what they do
- We choose to work and learn together
- We strive for excellence
- We always act with integrity

### Job Purpose

To chair the AGB Performance Advisory Group ensuring terms of reference are delivered

- Supporting the redefinition of performance archery
- Providing strategic oversight of the Performance Archery Programme through tracking of strategic priorities
- Ensuring alignment between strategic and operational plans of the Performance Archery team
- Providing a forum to support and critically evaluate progress

### Key Activities

The Independent Chair will be responsible for

- Chairing group meetings to ensure the PAG delivers against their terms of reference
- Setting the agenda for meetings in conjunction with the AGB Performance Director
- Calling meetings in conjunction with the AGB Performance Director at least 4 times per year
- Reporting to the AGB Board on a quarterly basis
- Engaging the PAG and relevant stakeholders in review of terms of reference and of group effectiveness once a year
- Ensuring the PAG has sufficient breadth of skills/experience/diversity to effectively perform its duties

### Key Relationships/Interfaces

The Independent Chair will work with:

Members of the PAG including AGB Performance Director and AGB CEO

AGB Board Members

AGB staff and partner organisations, as required

## **Key Measures**

The success of this role will be measured on:

Annual review of PAG effectiveness

## **Variation Clause**

This is a description of the job as it is constituted at the date shown. It is the practice of Archery GB to periodically review job descriptions, to update them and to ensure that they remain relevant to how the job is to be performed.

**Last reviewed:** 14-6-2021

Archery GB is the trading name of the Grand National Archery Society,  
a company limited by guarantee no. 1342150 Registered in England.

## PERSON SPECIFICATION

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Awareness and understanding of issues facing sports at an elite level</li> <li>• World class programmes and UKS relationship</li> <li>• Performance coaching – contemporary developments</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of Performance Archery</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Operating at a senior level in a strategic capacity</li> <li>• Leading within an elite/WCP programme environment</li> <li>• Working with interdisciplinary performance support teams</li> <li>• Chairing groups/committees/meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working on Boards</li> </ul>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to act with professionalism and probity</li> <li>• Proven effective communication with stakeholders and partners at all levels</li> <li>• Well developed active listening skills</li> <li>• Ability to build and maintain strong relationships</li> <li>• Able to exercise strong, independent and effective judgement</li> <li>• Strong philosophy of equity, inclusion and diversity</li> <li>• Demonstrates adherence to the Nolan principles</li> </ul>	<ul style="list-style-type: none"> <li>• Conflict resolution skills</li> </ul>