



Job Description: Performance Coordinator

Working as part of a multi-disciplinary team at British Bobsleigh and Skeleton Association (BBSA), you will play a key support role within both the Bobsleigh and Skeleton performance programmes as they prepare for the Milan Cortina Olympics in 2026. You will be based at the University of Bath between April and September, with deployment across a range of competition and training venues throughout the winter (approximately 10-14 weeks between October and March).

The Performance Coordinator role will be responsible for supporting international training and competition and supporting both performance programmes' back-of-house operations. This requires strong administration skills, methodical working and the ability to multi-task a high volume of work. The role is suited to someone with excellent people skills as it involves working alongside and balancing the requirements of a wide group of people, such as athletes, coaches and support staff. This is an opportunity to gain valuable learning experience towards future aspirations in a diverse and dynamic high-performing environment.

About You

- Proficient organisational, prioritisation, communication and administrative skills.
- Works effectively and enjoys a fast-paced environment with a desire to exceed expectations.
- Appreciation for accuracy and pays close attention to detail when handling key information.
- Able to work independently but values working collaboratively as part of a team.
- Able to communicate confidently and adapt communication style accordingly.
- Working knowledge of MS Office software, including Word, Excel, Outlook, Teams and PowerPoint.
- Open to flexible working due to the dynamic nature of performance sport.
- Valid passport with the ability and willingness to travel in Europe, Asia and North America.
- Full driving licence.

Roles & Responsibilities

- Investigate, organise and book training facilities, accommodation and catering for winter season in line with budgets.
- Investigate, organise and book travel for winter season, including van, flight and ferry travel for athletes, coaches and support staff in line with budgets.
- Coordinate logistics and shipping of equipment, including additional luggage requirements and freight in line with budgets.
- Coordinate required travel documentation and maintain accurate records in line with GDPR.
- Support Bobsleigh and Skeleton performance programmes with administration related to Milan Cortina 2026.
- Assist with setting up and packing down performance environments.
- Support athlete performance by providing video for coaching reviews.
- Support athlete performance by collating & archiving performance data.
- Organise Bobsleigh and Skeleton accreditation registration for international competition.
- Organise Bobsleigh and Skeleton vehicles for international training and competition.
- Assist Bobsleigh and Skeleton teams with performance kit ordering & allocation.
- Support talent identification projects and campaigns.
- Support the Executive Performance Director, Programme & Pathway Manager and other members of the performance team in specific performance projects.
- Collate and disseminate meeting information, including minute taking, summaries, key actions and diary management.

- Support the transport of equipment to and from events.
- Complete other tasks as may reasonably be required.

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.

Salary Scale: Circa £30,000

Other Benefits: Company pension; on-site parking; 25 days annual leave plus public holidays

Accountable to: Performance and Pathway Manager

Place of work: You will be based at the BBSA offices at the University of Bath between April and September, with deployment across a range of competition and training venues throughout the winter season (approximately 10-14 weeks between October and March).

Hours of work: This is a full-time role with an average of 40 hours per week. You will be required to work hours as necessary to carry out your duties, including evenings and weekends.

How to apply: Please send your CV and cover letter to office@thebbsa.co.uk

Closing date: Friday 11th October (midday)

Interviews: Monday 21st or Tuesday 22nd October