



JOB DESCRIPTION

Pathway Development Manager

A. General Description

The Pathway Development Manager will assist in the management and delivery of Cycling Canada's NextGen programs and be responsible for overseeing and maintaining Cycling Canada's Podium Pathways and Gold Medal Profiles. The Pathway Development Manager will lead the design and the implementation of consistent Cycling NextGen programs across the country through the input of the National and NextGen Coaches, and with the guidance of the High Performance Director (HPD)-Head Coach. The Pathway Development Manager will work closely with the HPD-Head Coach, the Performance Development Director and the Sports Science, Medicine and Innovations (SSMI) Manager to drive national pathway alignment initiatives, from playground to podium.

B. Organizational Scope

Cycling Canada (CC) is the recognized authority by the UCI (Union Cycliste International) on all aspects of cycling in Canada, including BMX, Cyclocross, Mountain Bike, Para-Cycling, Road and Track. All staff are employed by CC to facilitate the achievement of its long term vision and planned annual targets. All personnel are required to operate within the policies and procedures as established by the association's volunteer Board of Directors and are expected to act consistently with the association's values.

CC receives financial contributions from the federal government and other agencies, organizations and corporate sponsors, and is accountable for the disbursement and reporting of funds according to the contracted terms and conditions. Programs, activities and services are operated within the limitations established in an annual operating budget approved by the Board of Directors. CC staff is responsible to manage and administer the association's finances and provide administrative support for all association activity.

C. Reporting Structure

The Pathway Development Manager reports to the High Performance Director-Head Coach and collaborates with the Performance Development Director and SSMI Manager to ensure that all cycling pathway initiatives are aligned and that NextGen programs function in an optimal manner.

D. Specific Responsibilities

1. Provide on-going guidance and support to NextGen coaches as it pertains to establishing program selection policies, performance tracking and talent ID and development initiatives;
2. Provide on-going support to NextGen coaches as it pertains to their development and coaching qualifications;
3. In collaboration with the Performance Development Director and overseen by the HPD-Head Coach, work closely with representatives from Own The Podium, provincial partners and clubs to educate, develop and implement proper Podium Pathway alignment across all of Cycling Canada's Olympic and Paralympic cycling sports;
4. Work in close collaboration with sport coordinators and high performance program managers as it pertains to NextGen program development and implementation;
5. Assisted by NextGen Coaches, National Coaches and guided by both the High Performance Director-Head Coach, build and manage well-budgeted Cycling NextGen programs for all identified Olympic and Paralympic NextGen programs;
6. Act as Cycling Canada's representative on all NextGen Management Groups;
7. In close collaboration with the SSML Manager, national performance partners and specific service providers, drive and continue to manage ongoing Podium Pathway and Gold Medal Profile initiatives;
8. In collaboration with the Performance Development Director and overseen by the High Performance Director-Head Coach, work closely with provincial partners and clubs to educate, develop and implement proper Podium Pathway alignment across all of Cycling Canada's Olympic and Paralympic cycling sports;
9. In collaboration with the High Performance Director-Head Coach and National Coaches, develop and implement costed Talent Identification initiatives in partnership with Own The Podium, Canadian Sports Institutes (COPSIN) and Provincial Sports Organizations using standardized Cycling Canada developed testing protocols.
10. Collaborate closely with Performance Development Director in reporting to the High Performance Director-Head Coach with regular management reports and meetings, reviewing systems and procedures, and bringing forward detailed initiatives and implementation recommendations for discussion and to put into practice in order to develop excellence in the cycling Performance Pathway.
11. Develop and maintain knowledge of cycling disciplines, current events, strategies and attributes of successful athletes in order to identify the required outcomes of athletes progressing through the different pathways;
12. Support the delivery of high performance coaching programs for Cycling Canada

E. Travel

The Pathway Development Manager will be required to travel on occasion and upon High Performance Director- Head Coach request to domestic and international events from Milton, Ontario offices.

F. Performance Review

On an annual basis the Pathway Development Manager will be expected to accomplish specific end results, the satisfactory fulfillment of job responsibilities and attainment of required level of ability in key competency areas. These three (3) components will form the basis of an annual performance review conducted by the High Performance Director – Head Coach.

G. Job requirements

Requirements	Essential	Desirable
Qualifications / Training	<ul style="list-style-type: none"> NCCP Competition Development certified, <ul style="list-style-type: none"> NCCP Advanced Coaching Diploma, Level 4 certification or international coaching certification equivalent would be considered as an asset; Evidence of staying at the “cutting edge” of coaching or young athlete development. Bachelors degree in Sports Administration, or equivalent 	<ul style="list-style-type: none"> Masters or PhD in sports related field
Core knowledge & experience	<ul style="list-style-type: none"> Significant experience in Coaching, Sports Administration, or equivalent. Knowledge of national and provincial structures and policy frameworks for sport Knowledge and understanding of core sports performer development principles. Coordination of multi disciplinary teams. 	<ul style="list-style-type: none"> Up to date knowledge of the Olympic cycling disciplines, rules and trends. Experience of mentoring and developing specialist staff. Experience of managing remote teams. Understanding of young performers social, educational and sporting pressures. Planning and implementing successful talent identification and development programmes in high level sport

		environments.
Core competencies	<ul style="list-style-type: none"> • Effective attention to detail: management, organizational, communication and interpersonal skills • Ability to work under own initiative, displaying curiosity and identifying possible projects and creatively exploring research possibilities. • Ability to lead, motivate and manage a team of NextGen coaches and support staff; • Ability to represent the Podium Pathway positively in internal and external meetings, and in written reports and presentations to all stakeholders; • Good planning skills with the ability to structure own workload effectively, taking account of changing and competing priorities • Sound decision making and problem solving skills supported by strong statistical abilities. • Good level of IT literacy; 	
Other qualities	<ul style="list-style-type: none"> • Enthusiasm, creativity and commitment; • Flexibility to travel within Canada and to some overseas events, including weekends; • Strong desire to excel at whatever task is at hand, seeking to achieve world class levels of professionalism and quality standards; • Comfortable with being a change agent • Well-versed or the desire to be well-versed in both official languages 	<ul style="list-style-type: none"> • A passion for cycle sport, although other sports backgrounds will be considered for candidates with a proven ability in young athlete development and performance pathways.