

Development Manager, Clubs

Closing date for applications is 11:30pm,
Sunday 20th November 2022.

Who we are

Sport England is an arms-length body of government responsible for growing and developing grassroots sport and getting more people active across England.

We were established by Royal Charter – which is an instrument of incorporation granted by the Queen – we began operating as Sport England in 1997.



Our mission

Right now, the opportunities to get involved in sport and activity depend too much on your background, your gender, your bank balance and your postcode. We're determined to tackle this and unlock the advantages of sport and physical activity for everyone. We're here to invest in sport and physical activity to make it a normal part of life for everyone in England, regardless of who you are. Together, we can change lives for the better in every home, and in every community, right across the country.



Our values

Our values define who we are as an organisation and highlight what we do to go the extra mile to set us apart. From creating an organisation we all enjoy, believe and thrive in, to creating a positive employer brand and effective partnerships with our stakeholders.

Our values are embedded in everything we do including our recruitment process and we encourage candidates to read about our values on our careers page

<https://www.sportengland.org/careers>.



Welcome from the Chief Executive

Thank you for your interest in joining Sport England.

We believe that, when we move, we are stronger. That playing sport and being physically active has a significant role to play in improving the physical and mental health of the nation, supporting the economy, connecting communities and rebuilding a strong society for us all. The Coronavirus pandemic has only served to heighten that belief, and to make our role even more vital.

We also know that it is not a level playing field. For too long people with the most to gain from being active in their lives have been the least able to take part. Using our expertise, insight, campaigns and targeted funding from both Exchequer and the National Lottery we aim to remove the barriers and create and sustain positive change.

Our mission is to tackle stubborn inequalities that exist across the sport sector.

Welcome from the Chief Executive cont.

This ambition is at the heart of our ten-year strategy 'Uniting the Movement'. It represents a radical change in our approach, recognising that our role as a sports council can often be one of enabling others better placed to deliver within a community and a strong commitment to working effectively in collaboration.

If you are excited by what you see and hear, if you believe in our purpose and mission, if you have the skills and experience required, and most of all if you can align with our culture and values and believe yourself to be a genuinely collaborative and empathetic leader, then please do take your interest further. We would love to hear from you and discuss the potential of this role, our organisation and your part in its future.

With best wishes,

Tim Hollingsworth OBE
Chief Executive

The Role at a Glance

The **Development Manager, Clubs** role is advertised at **£34,550 per annum** with a generous benefits package. The role can be office based in Bisham or Loughborough, or home-based with occasional travel to Sport England offices (Bisham, Loughborough, London) or other locations to visit partners.

Please note that it is Sport England's policy to appoint at the advertised salary.



Day-to-day



**Internal
Development**



**External
Development**



**Additional
duties**



The Role

Day to day you will oversee the running and development of Club Matters, steering delivery plans, content development and learning materials.

You will build and maintain relationships to help understand how the needs of the voluntary sector are evolving and how support can be best provided by us and by others.

Working along Sport England colleagues, you will also connect other areas of work to advise how Club Matters can support additional outcomes.

About the Team

This role sits within the Workforce Team in the Partnership Directorate. As a team we are focussed on supporting the millions of people who help make sport and activity happen, whether they are voluntary or paid.

We work with partners to meet our ambition that movement, sport and physical activity is delivered, supported and led by a diverse range of people, equipped and supported to meet the demands of their role and the changing needs of diverse communities.

Join us to play an important role in realising the power of people and leadership.

Essential skills and experience

A full list can be found in the job description at the end of this job pack, the skills and experience section is what we are seeking for this role and you will need to demonstrate these in your application.



Experience of successfully managing projects or programmes, either of substantial value (circa £4m), duration, or involving multiple partners or other complexities.

Experience in building and maintaining relationships in a range of settings

Experience of connecting partners, people and work areas

Proven experience successfully providing day to day management of multiple stakeholder relationships

Practical experience of using evidence to demonstrate the impact and value of volunteering to different stakeholders.

Knowledge of clubs, community groups and the voluntary sector

Our Employee Benefits

32 days annual
leave + bank
holidays (pro rata
for part-time)

Generous pension
scheme

£500 per year to
support fitness-
based activity

Commitment to
development and
training

Free confidential
counselling
services

Flexible working
and family friendly
policies

For more information go to the benefits section on our [careers](#) page.

Our vision is clear

We want everyone in England regardless of age, background or level of ability to feel able to engage in sport and physical activity.

You can help us do this.





Come join us

Job Description



Job Title Development Manager, Clubs

Directorate Partnerships

ROLE PURPOSE

Oversee the running and development of Club Matters, steering delivery plans, content development and learning materials to tackle the challenges faced by volunteers, local community clubs and groups and those within the paid workforce.

DIMENSIONS

Location:

Flexible location – The role can be office based in Bisham or Loughborough, or home-based with occasional travel to Sport England offices (Bisham, Loughborough, London) or other locations to visit partners.

Key Stakeholders:

Club Matters programme suppliers, NGBs, Active Partnerships, Sport for Development organisations and other voluntary sector stakeholders.

Job Description

KEY DUTIES AND RESPONSIBILITIES

Day to day management of the Club Matters programme – 65%

Weekly liaison with the four contracted Club Matters suppliers to ensure smooth running of the programme.

Chairing the monthly Project Board meetings, and quarterly performance reviews with suppliers to ensure programme objectives and supplier KPIs and deadlines are met.

Supporting and steering development of the programme content and delivery plans to ensure alignment with UTM

Weekly liaison with SE Digital Media and Comms team.

Support future planning and procurement for the programme e.g. developing business case materials, scoping for briefs/tender specifications etc. This task will require focused input over a fixed time period to make sure we have programme continuity from one contract period to the next

Job Description

KEY DUTIES AND RESPONSIBILITIES

Working internally with SE colleagues – 15%

Connecting Club Matters to other directorates and areas of work e.g. Governance team, Local Delivery, Together Fund. The purpose is to understand other areas of work and how Club Matters can support. This will require an ongoing dialogue on a weekly/monthly basis.

Managing the internal, cross directorate Club Matters steering group which will meet quarterly – planning meetings, invites, recruitment, connecting suppliers to colleagues internally.

Working externally with stakeholder and partners – 15%

This work aims to support our long-term, strategic goal of supporting partners to change the way they approach club development

Supporting the Head of Clubs to progress this area of work, using data and evaluation from the Club Matters programme to engage partners.

Small group or one to one dialogue with stakeholders and partners to develop understanding of the needs of clubs, community groups, volunteers and the professional workforce which supports them.

Guide and oversee small projects or pieces of research.

Organise and host webinars, discussion groups, workshop etc. supporting work across the P&L team.

Job Description



KEY DUTIES AND RESPONSIBILITIES CONT.

Ad hoc – 5%

Contribute to organisational-wide projects as required, ensuring successful implementation and review

Work flexibly to carry out any other duties that are within the colleague's skills and abilities as reasonably required.

Follow Sport England's policies and procedures in relation to other matters e.g. Health and Safety, IT, Procurement

Job Description



Our Values

Ambitious – Determined in pursuit of our goals, prioritising work and partnerships that will most advance our mission, help us succeed and make a positive impact on our nation.

Innovative – Curious, optimistic and relentless, we question established ways of working and learn from each other and from our experiences.

Inclusive – Harnessing our collective strength and respecting difference to create the conditions for everyone to engage and to excel.

Collaborative – One team, committed to delivering together and working with others to make a difference to people's lives.

Job Description

The additional skills, knowledge and experience required.

Essential

1. Experience of successfully managing projects or programmes, either of substantial £value (circa £4m), duration, or involving multiple partners or other complexities.
2. Experience in building and maintaining relationships in a range of settings
3. Experience of connecting partners, people and work areas
4. Proven experience successfully providing day to day management of multiple stakeholder relationships
5. Practical experience of using evidence to demonstrate the impact and value of volunteering to different stakeholders.
6. Knowledge of clubs, community groups and the voluntary sector
7. Good use of MS Office and technology
8. Experience of either assisting in large projects or management of small projects
9. Experience of working on procurement projects

Job Description

Desirable

1. Strategic thinking ability
2. Insight focused and results driven
3. Ability to be creative, think laterally and find new ways of doing things
4. Leadership skills to organise and take people with you