

Job Description



Title: DEVELOPMENT OFFICER (PART-TIME)

Role purpose:

The Development Officer will be responsible for leading the delivery of our Growing the Game Participation Strategy. They will also be responsible for managing the budget in this area.

In particular, the key responsibilities include:

- Managing the delivery of Touch activity through new playing environments.
- Review and develop our resources required for delivery in schools, universities, clubs, workplaces and other identified channels.
- Identify and manage the workforce required to deliver our Growing the Game strategy.
- Focus on new players and playing opportunities, through a combination of CPD and in-venue delivery.
- Development of our membership offer to appeal to a broader player and club base.
- Work with our member clubs, leagues and other providers to develop the game of Touch.
- Work closely with others across the organisation fostering a positive culture and collaborative working.
- Ensure effective internal controls and policies across all areas, working with the Executive as required.
- Manage and report on the development budget, working with the Finance Director as required.

Key skills, experiences and behaviours:

- Experience in a sports development, or a similar industry.
- Evidence of working with and managing a volunteer workforce.
- Interpersonal skills – capable of mixing with and developing relationships with a wide variety of people, both within and outside the organisation.
- Effective planning and organising skills.
- Communication – both being able to communicate effectively, but also listening to others.
- Teamwork – capable of leading others and being an effective team member.
- Ability to respond to current issues and opportunities.
- Understanding and ability to work in formal and informal structures.

Qualifications (desirable)

- Evidence of CPD gained in sports development, or similar industry.
- Knowledge, relationship or background in Touch, or an alternative sports' governing body.

Hours required:

- This is a new role and is focused on delivery and achieved outcomes. It is envisaged this will be a part-time position, based on an average 25 hours per week, but alternative work patterns can be negotiated.
- Flexible hours of work with attendance at meetings and events, which maybe out of normal working hours, should be expected.

Reports to: This post will report to the Chief Executive, but working closely with the Head of Participation.

Management responsibilities: The Development Officer will not initially have any direct line management of the volunteer workforce, but they will be expected to work across all areas of development to build the team needed to deliver the Growing the Game strategy. They will also work closely across other areas of the organisation.

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Locations: Work from home and various locations as and when required.

Contract type: This is a permanent position, but it will be subject to an initial three-month probation.

Salary: Competitive basic salary of full-time equivalent £20,000-£25,000, pro-rata to hours required. Performance-related bonus, holiday entitlement and pension.

Other:

- Capacity to work outside of normal working hours and undertake travel as required.
- Current drivers licence.