

### **Job Description**

Post title: Head of Programmes and Projects

Reporting to: Development Director

Responsible for: Development Managers and Officers

Job Level: Level 3

Location: Home based with travel to the Aura Centre & across the Humber as required

#### **Principal purpose of post:**

- To manage the Development Managers and Officers on behalf of the Development Director on a day-to-day basis (not the Sport Welfare Officer).
- To have day to day management responsibility for areas of expertise; Children and Young People, Adults, Disabilities & Long-term health conditions, Equality & inclusion.
- Have the specific lead on behalf of the Development Director for the matters of
  - Workforce, clubs, groups, volunteering and coaching.
  - Active Environments & Sustainability
  - Act the organisation's overall safeguarding lead
  - Health & Safety
- To lead on the organisational approach to welfare and safeguarding as required by our role as a Sport England system partner in partnership with the CPSU and ACT.
- To develop key partnerships to support the aims and objectives of the organisation.
- To support and deputise for the Development Director in the operational running of the Development Team, ensuring the organisation meets statutory and regulatory responsibilities.

#### **Key Responsibility Areas:**

##### Leadership and Management

- Manage the team of Development Managers and officers to deliver the organisation's strategic plans on a day to day basis.
- To have day to day management responsibility Lead on Children and Young People, Adults, Disabilities and Long-term health conditions, workforce, equality and inclusion.
- Represent the organisation in identified areas of expertise.
  - Management lead for areas of specialism.
  - Have responsibility for day to day development within areas of expertise.

- Act as the contact for external bodies on behalf of the Development Director in relation to areas of expertise.
- Ensure the organisation is compliant with relevant standards.
- Report on progress of initiatives and programmes within areas of expertise.
- Provide advice and guidance to colleagues and resolve issues, as required.
- Present to the Board's sub-committees as where required, on development matters, preparing reports and where appropriate, advising on operational issues and areas of risk.
- Prepare reports and present to internal committees, as required.
- Support the production and delivery of the Board approved Strategy and Business Plan, providing advice relevant to areas of specialism.
- Support the leadership of continuous improvement across the Development team and organisation, providing inspirational leadership.
- Role model the development of physical activity and strategic interventions to achieve organisation aims.
- Role model the organisation's values and aims.
- Delegated responsibility for performance management and people issues; ensuring that appraisals and performance management is embedded in the organisation and leaders and managers are aware of their responsibilities in relation to people management.
- To lead on the organisational approach to welfare and safeguarding as required by our role as a Sport England system partner in partnership with the CPSU and Ann Craft Trust. This includes being responsible for internal safeguarding policies and action plans, overseeing any reporting of concerns about potential abuse or neglect, and overseeing the organisation's overall approach to welfare and safeguarding.

#### Relationship Management

- Develop partnerships and working relationships with key Humber agencies and individuals, including advice and guidance for Local Authorities, sports organisations, umbrella bodies and funding agencies.
- Broker and facilitate strategic relationships and partnerships, within areas of expertise and responsibility.
- Provide support to help Sport England to resolve issues which arise as a result of projects, investments or relationships encountering challenges locally, as directed.
- Support to Local Authorities, by consent guided by what Local Government wants and needs, as directed and within level of responsibility.
- Maintain effective working relations with a range of stakeholders and partners, ensuring clarity over respective aims, roles and responsibilities, in order to develop and broker opportunities to further the aims of the organisation.

#### Communications and Public Relations

- To represent and promote the work of the organisation, as appropriate, to a range of internal and external audiences.
- Act as an external advocate for matters relating to the organisation.

#### Financial and Statutory Responsibilities

- Support areas of governance, policy review and development and implementation of procedures.
- Identify and attract additional financial or physical resources.
- Have responsibility for identified budgets and physical resources within the organisation.
- Support financial planning through budget preparation and budget setting, maintaining a strategic level of awareness of the organisation's financial position.
- Provide support and advice on operational contracts.

#### Common requirements for all posts:

- All staff are expected to demonstrate consistently high standards of personal and professional conduct and maintain high standards of ethics and behaviour, in line with the Code of Conduct.
- To contribute to the development of a professional working and learning environment within the organisation.
- To actively engage in the performance review process.
- To continue personal professional development as required.
- To contribute to the organisation's understanding of diversity, inclusion and equality and its implications for sports and to ensure that this understanding informs all the organisation's activities.
- To support the work of Sport England and other Active Partnership's.
- Attend staff and other meetings and participate in staff training and development events as required.
- To ensure adherence to the organisation's policies and procedures with reference to Equality, Equal Opportunities, Environmental Sustainability, Welfare and Safeguarding, Data Protection and Health and Safety.
- To work in a flexible manner in line with the organisation's objectives and be willing to undertake other duties as reasonably requested.
- To provide excellent customer care in dealings with the public.
- Be willing to work unsociable hours, including some weekends and evenings.
- With notice, willingness to travel and work across England routinely.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to



comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description is current at the date shown, but, in consultation with you, may be changed by the CEO to reflect or anticipate changes in the job commensurate with the grade and job title.

### Person Specification

<i>Qualifications</i>	A good level of education, including a good standard of English and Maths.	E
	Professional qualification or significant experience in management, particularly in the sports or non-profit sectors.	E
	Degree in a sports related subject.	D
<i>Experience</i>	Project management experience, particularly within the sports, physical activity, or public health sectors.	E
	Experience in developing and managing partnerships with external agencies, including Local Authorities, sports organisations, and funding bodies.	E
	Demonstrated experience in leading and managing complex projects or programs.	E
	An understanding of safeguarding or welfare matters relevant to safeguarding children and young people and/or adults.	E
	Proven track record of managing teams and delivering strategic plans.	E
	Experience in financial management, including budget preparation, setting, and reporting.	D
	Experience working with or within Sport England or similar organisations.	D
	Experience of working with, and supporting, volunteers.	D
<i>Skills &amp; Knowledge</i>	Excellent communication skills, both written and verbal, with the ability to present complex information clearly and persuasively.	E
	Strong leadership skills with the ability to inspire, motivate, and manage a diverse team.	E
	Strong relationship management skills, with the ability to build and maintain effective partnerships with stakeholders and colleagues (at a local and sub-regional level).	E
	Strategic thinking with the ability to develop and implement long-term plans and initiatives.	E
	Strong organisational skills with the ability to manage multiple priorities and projects simultaneously.	E
	In-depth understanding of the sports and physical activity sector, particularly in relation to public health, equality, and inclusion.	E
	Familiarity with funding mechanisms and the ability to identify and attract additional resources.	E
	Proficiency in the use of Microsoft Office applications including Outlook, Excel and Word.	E
	Understanding of the challenges and opportunities within the Humber region in relation to sports and physical activity.	E
	An ability to work successfully both independently and as part of a team.	E

	Up to date knowledge of sports issues, priorities, and policies.	E
	Knowledge of statutory and regulatory requirements within the sector, including safeguarding, health and safety, and data protection.	E
	Ability to analyse data and other information sources to provide strategic insights to inform decision-making.	D
	Dispute resolution, negotiation, and mediation skills (to support resolution of lower-level concerns).	D
<i>Other</i>	To act as advocate for the organisation.	E
	A commitment to the values and objectives of the organisation, particularly in promoting inclusion and diversity.	E
	Enthusiasm for promoting sport and physical activity.	E
	Able to work flexibly, including some evenings and weekends (with notice).	E

E = Essential D= Desirable