

SPORTS PARTNERSHIP HEREFORDSHIRE
& WORCESTERSHIRE

RECRUITMENT PACK

Deputy Chief Executive Officer



Thank you for your interest in this role. Enclosed within this pack is all of the information required to assist you in your application.

Who we are

We are the strategic lead for sport and physical activity across Herefordshire and Worcestershire. A vibrant, independent organisation, we are committed to improving the lives of people across the two counties through the power of physical activity and sport. We pride ourselves in being part of a forward thinking, national network of Active Partnerships (43 across England). Our role is to understand, interpret and localise the national sports strategies from DCMS (*Sporting Future: a new strategy for an Active Nation*) and Sport England (*Towards an Active Nation*) through our primary role, as set out by Sport England.

Our Purpose

Create a more active and healthier Herefordshire and Worcestershire by enabling a thriving, sustainable environment of physical activity and sport

Our Values

Inclusive

We are committed to transparency and equality. We champion diversity

Energy

We are a vibrant organisation that makes sport and physical activity happen, with a hardworking and enthusiastic approach

Quality

We are dedicated to delivering to high standards and are motivated to achieve the best results with the greatest impact

Teamwork

We work with integrity and in unity, complementing one another to establish and realise shared goals

Respect

We consider, understand and value other's opinions and circumstances



Job information

Post:	Deputy Chief Executive Officer
Salary:	£35,000 - £37,500 per annum
Hours:	Full Time (37 hours/week)
Contract Length:	Fixed Term to 31st March 2021 (extension subject to continuous funding)
Responsible to:	Chief Executive Officer
Responsible for:	Project Manager (Workforce) Project Officer (Marketing & Communications) and Project Officer (Information & Insight)

Job Purpose:

To have ownership and leadership of the Partnership's operational delivery plan ensuring a coordinated, collaborative alignment between work areas and that priorities of stakeholders are taken into account.

Job Description:

To take the lead in developing, and be responsible for, the implementation of the Partnership's operational plan ensuring that it is continuously reviewed and updated.

To line manage the Project Officer (Information & Insight) to ensure that the operational plan is based on quality data, insight and intelligence and outcomes / outputs are properly captured.

Together with the CEO instigate, develop and nurture first class relationships with key stakeholders and delivery partners.

To drive collaboration, learning and innovation with the team and with partners.

To line manage the Project Officer (Marketing and Communications) ensuring that the Partnership's marketing & communication plan and stakeholder engagement plan is fully developed and periodically reviewed.

To ensure that annual feedback surveys (currently staff satisfaction survey and external stakeholder survey) are completed in good time and feedback collated and presented back to the team and the Partnership's board.

To line manage the Partnership's Project Manager (Workforce) ensuring that projects/ programmes are delivered in line with our funding partners expectations.

To take the lead on adherence to the partnership's commitment to equality including achieving any standards required by our funding partners.



To fully explore opportunities around digital platforms and open data.

To be accountable for the organisations approach to data protection.

Ensure that the work of the team and stakeholders is evidenced based informed by data, research and analysis.

Provide effective communication and reports to the board around progress against the operational plan, evaluation and planning for the future.

Together with the CEO drive continuous improvement across the organisation and to manage the processes involved around Quest (or equivalent).

Lead in the development of funding bids (both internally and externally) to ensure the wider aspirations of the partnership can be achieved.

To take responsibility for delegated budgets.

To deputise for the Chief Executive as necessary

General:

1. The Deputy Chief Executive Officer will be expected to:
 - Work a 37 hour week
 - Work outside normal working hours, if required, which will include evening and weekend work.
 - Travel outside the counties to attend development training and coordination days, where required.
2. The post holder is expected to promote and maintain the SPHW's Equal Opportunities Policy.
3. The post holder is expected to understand and adhere to SPHW's policies on safeguarding
4. Ensure communication between all partners.
5. Promote the sharing of good practice.
6. Attend other meetings as may be required by the post.
7. Remain compliant with SPHW's Data Protection processes.
8. Hold a full driving license with business insurance and have access to a car.
9. Undertake any other duties commensurate with the post as determined by the Chief Executive or Chair of the Board



Health and Safety:

1. To be responsible for herself/himself and others in accordance with the Health and Safety at Work etc. Act 1974.
2. The post holder will also be expected to promote SPHW's policies and procedures on health and safety

Child Protection:

1. The post does not require contact with persons under 18 years of age in a supervisory role.
2. The post requires collection of information about people taking part in activities, which will comply with Data Protection guidelines.
3. The post requires carrying out risk assessments on activities/facilities relating to events.

The above is a description of the job as currently constituted and is therefore subject to review and updating from time to time.

It is SPHW's policy to consult the employee and aim to reach agreement on amendments, but the right to make any reasonable changes is reserved.

Equality Statement

Sports Partnership Herefordshire & Worcestershire is committed to being an equal opportunities employer and welcomes applications from all members of the community.

Privacy Statement

Sports Partnership Herefordshire & Worcestershire takes your privacy very seriously. More information on how we collect, manage, process and store your data can be found in our privacy policy - www.sportspartnershiphw.co.uk/privacy-policy



Employee Benefits

- Pension Scheme
- Yearly entitlement of 25 days annual leave
- 12 month CIMSPA membership and access to eLearning academy
- Flexible working
- Mileage paid for business journeys
- Subsidised vision eye screening tests
- Access to University of Worcester Car Share/Cycling schemes and CPD workshops
- Free parking permit
- Free access to an occupational counselling service

Person Specification

Additional skills knowledge and experience required. This post requires an intelligent and engaging leader to build on the successes of the charity

Attributes	Essential	Desirable	Evidence
Education, training and qualifications	Significant, related experience in a similar senior role	Educated to degree level Evidence of continuous professional development. Membership of an appropriate professional body (e.g., CIMSPA)	Application form and interview
Relevant experience	Track record of leading teams and taking responsibility for a range of issues simultaneously Experience working with multiple funding partners and organisations at board level Experience of working with senior decision makers and leaders from a number of sectors Experience of working in partnership with other organisations and individuals Able to challenge underperformance at all levels and take effective and corrective action Experience of developing strategic and operational plans	Experience of working in the Sports Sector Previous experience of leading or working in the charitable sector Ability to coach others in order to create sustainable improvements over time Knowledge of Active Partnerships and their role in developing physical activity and sport Knowledge of related national, regional and sub-regional strategies for key organisations such as Sport England, National Governing Bodies of sport, Department of Health. Budget Management Knowledge of the current policy effecting practise within the physical activity, sport and wider population health landscape.	Application form and Interview
Skills/Ability	Outstanding leader, able to motivate and inspire others Excellent communication skills in a variety of mediums including written and presentation skills Collaborative and inclusive style with highly developed diplomatic and influencing skills Ability to remain a strategic view whilst remaining close to the detail and impact of the charity and its work Ability to ensure effective allocation, planning, support and evaluation of work undertaken by teams and individuals Good organisational skills with an ability to manage multiple tasks and deadlines Able to work effectively on own initiative and cooperatively as part of a team Strong alignment to our values	Experience of developing marketing strategies and plans Research and analytical skills Understanding of the role of insight and information in developing strategic and operational plans Experience of writing funding applications Managing and recording stakeholder engagement through a Customer Relationship System (CRM) Knowledge of Data Protection processes and policies	Application form and Interview



Attributes	Essential	Desirable	Evidence
Commitment	<p>A willingness to work unsociable hours</p> <p>Commitment to continuous professional development and personal improvement</p> <p>Self-motivated – able to work alone with minimum supervision</p> <p>Ability to travel independently</p> <p>Own car available for business use (with business insurance)</p>		Application form and Interview



TO APPLY:

Apply online via application form only.

www.sportpartnershiphw.co.uk/jobs/6652

Please note: CV's will not be accepted

Closing date:

23:59hrs on Sunday 26th January 2020

Interviews will take place on:

Thursday 6th February 2020

To discuss the post please contact:

Stephen Brewster - CEO

s.brewster@worc.ac.uk / 01905 855537

