



# Sport and Inclusion Manager Job Description and Person Specification

**Job Title:** Sport and Inclusion Manager

**Responsible to:** Head of Programmes

**Responsible for:** Coaches and Project Coordinator

Notts County FC Football in the Community: (FITC)

Notts County Football in the Community are a regional sports development charity serving the people of Nottinghamshire. We use the power of Sport and Notts County FC to engage and empower local communities. We are a multi award winning, independent sports development charity. Registered charity number 1091927.

We were established as a community organisation in 1989, meaning in 2019 we proudly celebrate 30 years of operation. To find out more about our work please visit our website

<https://www.nottscountyfc.co.uk/community>

Our outcomes S.H.I.N.E – we impact positively on **S**port, **H**ealth, **I**nclusion, **N**CS and **E**ducation outcomes. We also operate and manage The Portland Centre, our Community hub within the heart of the Meadows.

## ***Role purpose:***

Our aim is to provide high quality, accessible, life changing opportunities through sport and physical activity, improving people's health, education, confidence and skills, increasing positive behaviours and bringing enjoyment to the people we work with. To use the power and strength of professional football and sport to engage with the local community.

Using the strategic plan as the guiding principle, ensure all elements of the Sport and Inclusion Manager role are performed in an efficient and effective way. Fully understand all elements of the strategic plan to enable a positive contribution to its delivery and development, liaising with other members of the management team.

The Sport and Inclusion Manager will be responsible for helping the charity achieve a high-profile programme by providing leadership, expert knowledge, creativity and direction to the development of the local Nottinghamshire Community through the power of sport.

You will work to understand the needs of a diverse range of people as well as the latest domestic and global models and practice on removing barriers to sport for participation groups. You will maintain and build credibility with local and national agencies to ensure stage appropriate environments and activities are provided for everyone. You will also work with colleagues and external bodies to develop profile, relationships and connectivity with other work areas. Critical, will be the ability to control budgets, monitor and evaluate programme performance and identify areas for improvement. In addition to this the SI Manager will need to develop and manage an inclusion strategy to be implemented throughout the business and surrounding areas.



### **Key Accountabilities & Responsibilities:**

- Ensure all records of participants are filed in accordance with the General Data Protection Regulations GDPR and the Data Protection act 2018. Reporting any data breach concerns to the HR and Office Manager.
- Build and establish effective, influential and where possible, expert working relationships with internal colleagues and external stakeholders to support development of our intellectual property and delivery offer within Notts County Football in the Community.
- Overall responsibility for the operational planning, delivery, monitoring and reporting of all work identified within the Sport and Inclusion remit.
- Identify areas for improvement and set targets to ensure the outcomes for Sport and Inclusion are delivered effectively, striving for performance improvement and enhanced knowledge and understanding.
- Act as the main lead for Equality and Diversity within FITC.
- Liaise with all management team to ensure staffing is appropriate for all sessions on a weekly basis, and staff are working required hours for their specific roles. Including FITC Matchday activities, ensuring clear line of communication between Club and FITC so all activities are safe, effective and enjoyable
- To manage the Sport and Inclusion team, working with the WDM to identify areas required for development and training.
- Work closely with our Mental Health / Counselling Specialists, and key sports development organisation across the City and County to promote sports participation and inclusion to the wider community.
- To develop and deliver a range of programmes and projects in line with the business plan and KPI's which includes all funded and non- funded programmes
- Working with the Marketing and Media Officer to ensure projects within department are marketed effectively.
- Complete reports for projects within department, and support with organisation reports where relevant.
- Ensure support is provided for staff on a daily basis and manage individual's workload.

### **Human Resources**

#### **Key Tasks**

- Working with the HR and Office Manager to ensure correct recruitment procedures are followed in line with the Safer recruitment policy.
- Working with the HR and Office Manager on all areas of employee relations including, but not limited to, performance management, absence management, policy, procedure, T's and C's, disciplinary and grievances issues, conduct, capability, and employment legislation
- Support with disciplinary processes in line with organisation procedures.
- Being a participating member of the FITC Management Team and relevant Committees.
- Encourage all members of staff to recognise and fulfil their statutory responsibilities to FITC participants and customers.

### **Financial**

#### **Key Task**

- Manage own budget, including recording and reporting all income and expenditure.
- To establish financial and other resource needs for centre growth and improvement
- To achieve financial and performance targets set by the CEO
- Develop relationships with key stakeholders to expand our Sport and Inclusion offer.



- Being aware of funding opportunities with authority to apply for and sign off between £500 and £10k worth of grant in own right, £10k - £100k in conjunction with Head Sign off. £100k + CEO sign off.
- Ensure that all funders' contractual obligations are being met.
- Ensure all staff timesheets and Salary information are completed in full and submitted to the Senior Administrator on time.

## **Health & Safety**

### **Key Tasks**

- To comply with requirements of the Health & Safety at Work Act 1974 and all supplementary legislation
- To ensure all health and safety checks are completed on a weekly/monthly basis were necessary, to review Emergency Action Plan and Risk Assessment on a yearly basis or as equipment/ procedures change.
- Ensure the appropriate risk assessments are carried out for project run.

## **Training**

### **Key Tasks**

- To attend regular staff training sessions, be they held in-house or externally
- To maintain and develop own professional knowledge and awareness.
- To undertake any other duties and responsibilities required to, commensurate with the grade and level of responsibility for the post.
- Ensure safeguarding is embedded within the organisation
- Promote the activities of FITC
- To support the delivery of other key areas of the business as required

## **Safeguarding**

### **Key Tasks**

Football in the Community (FITC) believes that safeguarding and the protection of all children, young people and vulnerable adults is everyone's responsibility. Staff working on behalf of FITC must ensure that:

- Act as the Lead Safeguarding person for the department
- They recognise the position of trust they have by working for FITC
- Their behaviour is always appropriate
- They observe and put into practice all policies, procedures and processes established for the safety and protection of children and adults
- They follow the procedures for responding to signs and suspicions of abuse
- In every respect, the relationship they form with children and adults are appropriate

## **General Duties**

- To attend and contribute to regular staff meetings
- To participate in the all staff FITC appraisal and supervision process
- To follow by FITC policies and procedures at all times including Health and Safety, Equal Opportunities and Confidentiality
- To undertake any other duties that may be required as deemed appropriate
- To at all times represent Notts County Football in the Community and The Portland Centre in a professional manner regarding to dress, presentation, personal hygiene, attitude, conduct and professionalism.
- To be able to work flexible and unsociable hours where the role of the job requires.

## **PERSON SPECIFICATION**



**Title:** Sport and Inclusion Manager

**Responsible to:** Head of Programmes

Essential	Desirable
<ul style="list-style-type: none"> <li>• Minimum of 2 years' experience working within Football/Sports/Community Development</li> <li>• Appropriate degree/diploma in Community Development, Sports Science, Sports Development, however exceptions will be made for candidates demonstrating a high level of experience.</li> <li>• Solid knowledge of GDPR and the Data Protection act 2018.</li> <li>• Experience of providing development support and guidance to a network of professionals, driving change and measuring impact.</li> <li>• Experience of building credibility with local and national agencies</li> <li>• Experience of Views and Fluxx</li> <li>• Experience of developing and implementing a business plan</li> <li>• Proven track record of controlling budgets, monitoring and evaluating programme performance and identifying areas for improvement</li> <li>• Experience of completing grant applications to secure funding</li> <li>• Strong organisation skills and able to prioritise, multi-task and manage own workload.</li> <li>• Proven track record of effectively managing staff and teams.</li> <li>• Demonstrate a working understanding and application of inclusion, equality and anti – discrimination, safeguarding and best practice</li> <li>• Strong written and verbal communication skills.</li> <li>• Good level of competence in using IT and databases, including Microsoft Office</li> <li>• Ability to build and maintain relationships with key stakeholders</li> <li>• Experience of report writing</li> <li>• Ability to multi-task and deliver results on time and within budget</li> <li>• High level of self-drive and an ability to motivate others</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of the sport development sector within Nottinghamshire &amp; East Midlands</li> <li>• Community / Sports / Management qualification</li> <li>• Knowledge and experience of the development of teams and individuals within a charitable setting</li> <li>• Experience of delivering presentations</li> <li>• Experience of delivering inhouse training</li> <li>• Experience of developing effective administrative systems and procedures</li> <li>• Knowledge of Health and Safety within sport</li> <li>• Ability to take a problem-solving approach to tasks and develop well thought through, valid and financially sound solutions</li> <li>• Ability to contribute to long term improvements in the partnership through the generation of new and innovative ideas</li> <li>• Work well as part of a team and independently, exercising initiative</li> <li>• Adaptable and flexible to a changing environment</li> <li>• Experience of delivering and directing large scale national events</li> <li>• Knowledge of the latest developments in national and regional sports strategy</li> </ul>