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UK Deaf Sport See My Voice Delivery Officer

Job Description

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| Job Title: | SMV Delivery Officer (SDO) |
| Salary range: | £23,000 |
| Hours of work: | Part time, 20 hours a week |
| Unit/Team/Region: | National (England) |
| Location: | Home based  |
| Responsible to: | National Partnership Advisor |
| Contract status: | Fixed term month contract to November 2022 |

Purpose:

* To coordinate the delivery of the UK Deaf Sport “See My Voice” project by supporting Deaf and Hard of Hearing people aged 14-19 years (referred to as young leaders) to develop a resilient volunteering habit
* To support the young leaders to achieve a bespoke leadership qualification
* To work alongside the British Blind Sport See My Voice Lead Officer, to support the delivery of the scaling up of the See My Voice project

**Equality and diversity:**

UK Deaf Sport is committed to championing equality and diversity in all aspects of employment and in the services that it provides. All UK Deaf Sport employees are expected to understand and promote the Equal Opportunities Policy in the course of their work.

All UK Deaf Sport staff are required to actively promote the equal opportunities policy and influence and encourage the empowerment of disabled people within sport.

The term ‘Deaf’ is used to represent all people who are Deaf, hard of hearing or have a hearing loss.

Key Objectives:

Engagement

* To engage young people recruited to the scheme, arranging initial contact and maintain regular communications
* To appropriately plan and organise outcomes-focused activities to engage young people during sessions, underpinned by methods of supporting young people to overcome individual social, educational and emotional barriers and create personal development plans for the future
* To establish a positive and interactive relationship with each young person
* To work with the See My Voice Lead Officer to assisting young leaders to find appropriate volunteering opportunities (host organisations) in their local area
* To co-ordinate a number of delivery and learning sessions which is likely to include a 3-4 day residential sport camp (subject to Covid restrictions) for the young leaders to enable each to achieve a Sport Leaders nationally recognised qualification
* To work with appropriate partners to assist in the delivery of the sports camp e.g. National Deaf Children’s Society
* To assist the young leaders to maintain accurate records of volunteering hours worked
* To help each young person to develop or begin to develop life skills and to accomplish agreed specific goals
* To provide one to one mentoring to the young people recruited
* Ensure that all safeguarding policies and procedures are adhered to at all times

Supporting wider partner connections

* To share project progress and learning with UK Deaf Sport strategic partners throughout regular communications
* To share learnings with the wider sport and Deaf communities either through a conference, webinar or other learning mechanisms as agreed with the young leaders
* To maintain good relationships and share information with See My Voice Lead Officer and delivery partner See My Voice Officers to ensure flow of knowledge and joined up thinking

To develop insight and share learning

* To offer evaluation and insight to the UK Deaf Sport team on project delivery and inform how the organisation can better recruit, retain and enhance the experience of volunteers in future
* To provide regular reports on project progress and performance to the National Partnership Advisor for distribution to board and key stakeholders
* To provide information to the National Partnerships Manager and Executive Director to ensure end of year evaluation reports are produced that outline action against set objectives

Contribution to the work of UK Deaf Sport

* To assist in the delivery of consistent high quality services by fully participating with and actively supporting colleagues & Board Directors at UK Deaf Sport
* To abide by and promote the visions and values of the organisation through the observation and implementation of all company policies e.g. equal opportunities, safeguarding, event risk assessments

Person Specification: See My Voice Delivery Officer

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| Essential | Desirable |
| Qualifications |
| * A degree in sport development, youth work or equivalent experience in supporting young volunteers and leadership
 | * Qualifications/training in inclusive sport
* Mentoring qualifications
* Project management qualifications
* Safeguarding and Protecting Children
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| Skills |
| * Project management skills
* Good interpersonal skills, including confident telephone and face to face manner
* Event management
* Good written skills, including the ability to produce clear concise documents and briefing papers
* Computer literacy including e-mail, Microsoft Office and presentations software
* Ability to develop & implement projects / plans
* Good organisational skills
* Excellent time management
* Able to work alone or as part of a team
* Self-initiative
 | * Able to communicate effectively with Deaf and Hard of Hearing people
* Experience of database management
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| Knowledge |
| Knowledge of:* Volunteer recruitment and retention
* The motivations, barriers and benefits to young people in volunteering
* Sport England’s strategy: Uniting the movement
* Knowledge of legislation relevant to Deaf sports organisations and specifically children
* Digital media
 | * Knowledge of the national sporting landscape
* Deaf sports knowledge
* Knowledge of Disabled People Organisations and where they can sit within the sporting landscape
* Knowledge of the education sector
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| Experience |
| Evidence of: * Working with and supporting young people
* Setting and developing individual development plans
* Providing advice and support to organisations
* Brokering and maintaining relationships with organisations and/or between individuals and organisations
* Supporting and training volunteers
* Creating systems to collate, maintain information and evaluate evidence
* Preparation and presentation of reports providing key evidence required
* Success in building and forming working relationships and working flexibly across professional and operational boundaries
* Working with the community and voluntary sector
* Monitoring and evaluation of projects
* Working in a lead liaison role
 | Experience of:* Project management
* Working with the Deaf community
* Sports volunteering
* Careers advice
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| Personal Qualities |
| * Ability to use own initiative, plan ahead and to work accurately to tight deadlines, and to prioritise between conflicting demands
* Comfortable in dealing with people in a variety of situations and at all levels
* Polite, enthusiastic, committed, flexible and adaptable
* Good attention to detail
* High level of initiative and judgement
* Ability to work alone, with others & in a team
* Professional approach
* Customer focused
* A commitment to equality of opportunity and the empowerment of visually impaired people
 | * Knowledge of British Sign Language
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| Practicalities |
| * Ability to travel independently and willing to work away from normal place of work as required
* An understanding and commitment to equal opportunities and sports equity issues
* The flexibility to work outside of normal working hours including evenings and weekends
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