



JOB DESCRIPTION – HEAD OF PARTICIPATION

JOB SUMMARY:

Job Title:	Head of Participation
Salary range:	£33,000 – £38,000 per annum, dependent on skills and experience
Hours of work:	37.5 per week
Department:	Participation
Location:	Loughborough Sportpark
Responsible to:	Executive Chair*
Contractual status:	Fixed to September 31 st 2017 This role is dependent on funding but may have the potential to continue beyond this date.
Start Date:	As soon as possible
Date:	July 2016

MAIN PURPOSE:

To lead and manage the successful delivery of UK Deaf Sport's (UKDS) Participation Strategy.

The aims of the Participation Strategy are to work in partnership to establish long term structures which will provide opportunities for more deaf people to access sport and enjoy an active lifestyle throughout their lives. The outcome is to increase participation in sport and physical activity amongst the deaf and hard of hearing.

This role will be expected to work effectively with key partners on a local, regional and national level.

RESPONSIBILITIES:

- Work with the Board and the Participation Committee to develop a compelling strategy that leads to an increase in participation amongst deaf and heard of hearing people.
- Establish annual delivery plans, with clear, measurable targets and budgets and provide status reports to the Executive Chair* and Board.
- Seek and access additional funding to improve delivery at all levels.
- Build and sustain strong relationships with Sport England (SE), Government and other public stakeholders to ensure maximum external funding and profile for the sport.
- Develop and maintain influential relationships with key stakeholders and partners to encourage participation and to maximise the opportunities from these partnerships.

- Work with SE and the English Federation of Disability Sports (EFDS) to develop research and insight to support a customer driven approach and to develop new and effective ideas for increasing participation.
- Develop and implement mapping, tracking and reporting on participation progress and ensuring best return on investment is achieved.
- Widen access and remove barriers to sport for deaf people.
- Develop a quality mark and accreditation programme that can be used to kitemark clubs and activities in conjunction with other existing kitemarks.
- Build a network of regional partners capable of delivering a tangible increase in participation in their area that enables more deaf and hard of hearing people to become physically active.
- Work with the Performance Committee to ensure partners signpost talented athletes to an appropriate environment to achieve their full potential.
- Ensure an effective team structure is in place to best deliver the participation strategy.
- Manage multiple projects, ensuring an integrated approach to delivery across the organisation.
- Provide expertise and technical assistance to external organisations to support deaf sport.
- Maximise the profile and reputation of UKDS in the UK.
- Communicate and raise awareness of deaf sport issues.
- Support UKDS and undertake any other duties required by the Executive Chair*.
- To comply with all UKDS policies, in particular those relating to equality and diversity.

COMPETENCIES:

- Has, or is able to attain, a reasonable understanding of technical issues relating to Deaf Sport.
- Able to think strategically, develop implementation plans and manage successful delivery to achieve desired outcomes.
- Experience of managing people, programmes and budgets.
- Able to deliver on time and within agreed budgets.
- Builds effective relationships both internally and externally, ensuring that all are committed to the common purpose.
- Encourages and supports organisations to make the best use of their resources and capabilities.
- Communicates, both orally and in writing, ideas and information in ways that are appropriate, accurate and concise.
- Listens actively to individuals and organisations to ensure that mutual outcomes are met.
- Solves problems creatively by identifying the problem, evaluating the alternatives and finding innovative solutions.
- Can see opportunities and originate action in pursuit of the achievement of UKDS's strategic objectives.
- Is comfortable with challenge, both to others and themselves.
- Makes controlled responses in stressful situations, such as when faced with negative responses or extreme workload.

**Executive Chair or any such Executive Lead role that may be introduced from time to time*

For further information on UK Deaf Sport please visit: www.ukdeafsport.org.uk

For for an informal chat about the role, please contact: piers.martin@podiumgroup.org