

UK DEAF SPORT

JOB DESCRIPTION

ALL TOGETHER LONDON DEAF ACTIVATION PROGRAMME MANAGER

Job Title:	All Together London Deaf Activation Programme Manager
Salary Range:	£27,000 - £30,000 (<i>depending on experience</i>)
Hours of work:	35 hours per week
Department:	Participation
Location:	London, Flexible location - Home based with occasional travel
Responsible to:	Executive Director
Contractual status:	Fixed term contract to September 2021
Start date:	January 2020
Deadline for applications:	23.59pm on Monday 9 th December 2019

Main purpose of post

To support and co-ordinate the delivery of the UK Deaf Sport Comic Relief funded programme across London, in line with funding specifications.

Key tasks

1. To work with the Executive Director and key programme contacts to build relationships with organisations, community groups and key representatives to deliver the programme's activities and outcomes.
2. To work with Executive Director to plan and deliver the activities and outcomes within the programme.
3. To ensure effective internal and external communications about the programme are carried out.
4. To ensure all deadlines set internally within UK Deaf Sport and externally with Comic Relief are met throughout the duration of the programme.

5. To lead on recruitment for all activities working with a range of bodies including sporting organisations, social care and disability organisations, local authorities and colleges to foster partnerships and recruitment opportunities.
6. To actively engage and liaise with deaf communities within the boroughs of Hillingdon, Tower Hamlets, Greenwich and Bexley in the shaping and development of the programme.
7. To coordinate and deliver in partnership with Street Games and Access Sport outreach activity and events in line with Comic Relief programme requirements.
8. To strengthen and maintain accurate records (electronic and paper); undertake all monitoring and evaluation; support the mid-year and end of year reports working with Executive Director to ensure they are delivered as agreed with the funder.
9. To organise and attend courses and events in keeping with the requirements of the programme, including representing UK Deaf Sport at relevant meetings and events.
10. To work closely with a wide range of organisations including statutory and voluntary organisations and organisations within the sport and physical activity sector to promote the programme and develop positive relationships to carry on the work after the end of the programme.
11. To co-ordinate the set up and management of the programme steering group which includes representatives from the main delivery partners (Access Sport, Street Games).
12. To ensure the recording of programme delivery is kept updated.
13. To ensure recruitment targets for partners and participants are met each month.
14. Work with the wider team to develop the quality assurance framework for delivery.
15. To oversee and manage the activity budgets associated with key project areas.
16. To abide by and promote UK Deaf Sport's vision and values and equal opportunities statement.
17. To take responsibility for promoting and safeguarding the welfare of deaf children, young people and adults in all areas of the programme.
18. To undertake other administrative tasks related to the delivery of the programme
19. To undertake any other duties as reasonably required and appropriate to the programme.

The list of tasks is not exhaustive and will be reviewed from time to time in discussion with the post holder.

UK Deaf Sport is committed to safeguarding and promoting the welfare of deaf children, young people and adults in all areas of our work. An enhanced DBS Disclosure will be sought in relation to the successful applicant for this post

Comic Relief Programme working in partnership with:



UK DEAF SPORT

PERSON SPECIFICATION - ALL TOGETHER LONDON DEAF ACTIVATION PROGRAMME MANAGER

Essential skills and experience

1. Considerable experience of working in a creative, person centred participation environment and undertaking, designing and facilitation participation activities.
2. Experience of successful programme/project coordination and evaluation.
3. Effective project management skills with the capacity to monitor and report on activities and outcomes.
4. An understanding of issues and challenges related to deafness and its effect upon children and adults.
5. Excellent communication and interpersonal skills, including the ability to communicate effectively with a wide audience made up of UK Deaf Sport staff and volunteers, other professionals, funders and deaf people.
6. Ability to work well with a wide range of partners and communities, including funding agencies and external organisations.
7. Ability to work independently and manage time effectively to meet deadlines and prioritise activity.
8. Ability to write a range of high-quality management and project reports.
9. Experience relevant to planning, organising, marketing and hosting of community sport programmes and events for deaf people, recruiting coaches and volunteers.
10. Experience of managing budgets.
11. Understanding of and experience of using systems to record work activities.

12. Good IT skills and competence in Microsoft Word, Excel and Access programmes.
13. Willingness to travel across England and work outside office hours and some weekends.
14. A positive attitude towards work, colleagues and service users.

Desirable

1. Experience of being a homeworker.
2. Experience of working in a sport and physical activity organisation.
3. Experience of working with volunteers.
4. Knowledge of community organisations and groups.
5. Knowledge and experience of working in community/sports development.
6. Experience of working with and supporting the deaf community
5. Knowledge of BSL or willingness to learn.