

Role Profile

Job Title:	Northern Ireland Participation Officer
Salary/Banding:	3
Role Holder:	
Department:	Participation
Location:	Northern Ireland
Reporting to:	Northern Ireland Manager

Role Summary

The role will require the individual to work in partnership with clubs and other delivery partners, volunteers and local organisations to lead on the implementation and delivery of local initiatives that will improve and sustain operations, support their workforce and create capacity to enable participation growth within the sport. The overall purpose of this role is to support the delivery of the Northern Ireland Strategy through contributing to and informing strategic thinking and planning.

This position is funded by the National Lottery through Sport Northern Ireland's Active Clubs programme

Main Areas of Responsibility

1. Lead on and support the development, implementation and delivery of participation programmes to increase capacity or improve operations

Typical Activities:

- Work with the Northern Ireland Manager to deliver support to clubs and partners in line with the Northern Ireland Strategy
- Lead on the implementation and delivery of new programmes and initiatives aimed at growing capacity, supporting workforce, and improving and sustaining participation e.g. Business Support, Satellite Clubs
- Build strong, positive relationships with Leisure Providers across Northern Ireland, to understand their delivery needs
- Support Leisure Providers to create pathways into gymnastics through linking with the local community
- Work with the Northern Ireland Manager to deliver support to partners to develop and deliver facilities projects
- Build strong, positive relationships with partners to deliver new and improve dedicated facilities, including support with funding applications
- Lead on the delivery, monitoring and reporting of designated projects including the handling of administrative requirements and budgeting.
- Champion new initiatives

Success Measures:

- *Number, quality, value, size of programmes and initiatives completed*
- *Evidence of an increase in sustained participation as a direct result of the projects, programmes and interventions*
- *Accuracy, value and timely completion of data capture and reports*
- *Adherence to financial regulations*

- *Feedback from colleagues/national participation managers.*

2. Work with the Northern Ireland Manager to create and deliver bespoke local plans to grow participation across a specific local area

Typical Activities:

- Lead on the development of delivery plans to grow capacity and participation in Northern Ireland
- Take responsibility for the delivery of resources and tools for the local area
- Engage with local partners to implement the Northern Ireland delivery plan
- Build strong, positive relationships with other internal partners who contribute towards the delivery plan e.g. Workforce Development Co-ordinator, Participation Co-ordinator

Success Measures:

- *Quality and size of the impact delivered*
- *Accuracy, value and timely completion of resources monitoring and reports*
- *Evidence of an increase in the number of participants engaged in associated projects*
- *Evidence of an increase in the number of projects completed*
- *Feedback from key external partners, schools and the delivery network of national and regional development colleagues.*

3. Ensure alignment across other work areas and with external partners to maximise participation growth and other opportunities, including coordinating and contributing to internal and external working groups

Typical Activities:

- Setting up project management groups and working groups relevant to new or existing initiatives and programmes
- Facilitating effective communication channels between national staff and external partners, presenting relevant feedback and perspectives
- Supporting and engaging with the other Participation team members; and other colleagues, as appropriate, to ensure a holistic approach is applied to the delivery and integration of programmes, projects and interventions across the whole organisation/Participation Department
- Coordinating the activities of specific internal working groups
- Attending and contributing at internal working group meetings
- Identifying, contacting and developing relationships with key external partners e.g. local authorities, Sport Northern Ireland
- Representing British Gymnastics (BG) on external working groups, reporting back on the information/actions/trends etc. and making recommendations where appropriate
- Delivering presentations and informal workshops/sessions on behalf of BG.

Success Measures:

- *Value of contribution at steering/working group meetings*
- *Evidence of sustained attendance at and measurable deliverables from the project groups*
- *Number and value of relationships developed with key external partners*
- *Contribution at and outcomes from working groups*
- *Feedback from key partners/stakeholders and colleagues.*

4. Safeguarding Responsibilities

Risk Management/Safeguarding/Data Protection/Equality

- The role holder will be responsible for highlighting any perceived risk to the Line Manager
- The role holder will be responsible for reporting any safeguarding concerns, accidents & near misses to the Line Manager
- The role holder will comply with good practice in relation to data protection, maintaining the highest standards of confidentiality when dealing with sensitive personal or business information
- The role holder will consider equality implications in all aspects of their work

Generic

The role holder has a responsibility to ensure they comply with BG policy in relation to safeguarding, health & safety, data protection and equality.

Role Requirements

1. Knowledge, Skills and Expertise

This role requires the holder to have an in-depth knowledge of gymnastics clubs and delivery partners (e.g. Leisure Providers and Schools), recreational gymnastics activities, it's infrastructure and people, it's strengths, weaknesses and potential. It also requires the role holder to be very hands-on, facilitating and delivering key initiatives and projects.

In order to be successful, the role holder will be required to demonstrate:

- Communication skills for meetings, training sessions and relationship building
- Interpersonal skills for influencing and networking
- IT skills for correspondence and general administration
- A broad knowledge of all disciplines; coach education; award programmes and resources; key stakeholders; funding streams; local partner strategies, objectives and initiatives; the development delivery infrastructure and the Northern Ireland and Participation Department agenda/strategic plan.

It is anticipated that the role holder will have prior experience in sport development and/or project management. A degree (or equivalent) in Sport Studies/Development would be advantageous but is not essential.

2. People

This role requires the holder to have informal line manager responsibility for a broad range of colleagues, volunteers and partners involved in the delivery of a wide range of projects. He/she will be required to understand the skills, motivations and availability of these associates/partners; and relationship building will include negotiating, delegating, monitoring performance and supporting training/CPD.

To be effective in this role the role holder requires a sense of teamwork and responsibility towards achievement of the Northern Ireland Strategic Plan.

3. Shaping Direction

This role requires the role holder to manage, deliver, monitor and report on delegated projects, which feed into the Northern Ireland strategic plan; and to contribute to a number of working groups, which inform and debate strategic thinking and planning. Whilst delivering/facilitating projects, the role holder will work with/influence key national/local partners, deliverers (Clubs, Schools and Leisure Centres), volunteers and participants.

4. Developing Solutions

This role requires the holder to analyse and resolve a number of problems/issues on a regular basis in relation to specific projects; how best to plan and implement interventions; who should/needs to be involved; how success will be measured and valued; how to communicate with the wider gymnastics community and influence partners/volunteers to get involved.

The role holder will be expected to use his/her initiative and be creative whilst looking for new ways of increasing and retaining participation within the sport.

5. Decision Making

This role requires the holder to work autonomously; make decisions in relation to their own work; and make recommendations in relation to specific projects and wider participation opportunities within gymnastics. The role holder will plan and monitor their own workload on a weekly/monthly basis.

In addition, the role holder will be expected to manage project specific budgets and justify decisions in relation to the options considered and use of funds.

It is expected that all decisions and recommendations will be in line with the Northern Ireland strategic plan and will be approved, where required, by the Northern Ireland Manager.

6. Communicating

This role requires the holder to inform and obtain information from colleagues/stakeholders in a timely and succinct manner, and establish effective and meaningful business relationships with a broad range of partners and organisations.

Communication will include: delivering formal presentations; contributing at/leading a range of meetings/working groups/events; collating data/feedback and writing reports; networking and influencing external partners; recruiting and training volunteers; and championing projects and interventions.

For the role holder communication and interpersonal skills will be key to the successful delivery of projects and interventions.