

Role Profile

Job Title:	Gymnastics Participation Manager
Salary/Banding:	4
Role Holder:	
Department:	Participation
Location:	National role, home based with time spent at Lilleshall
Reporting to:	Head of Participation

Role Summary:

The overall purpose of this role is to drive the development of quality recreational gymnastics opportunities in line with the Participation Department Strategy. The role requires the holder to work with colleagues, other departments and stakeholders to lead and support participation opportunities. The role includes the management and development of products and programmes including those specifically targeting inclusion. The role holder will also manage the Recreational Gymnastics Team and will be responsible for the allocation of resources including budgeting accountability.

Main Areas of Responsibility:

1. Lead on the development of recreational gymnastics across the organisation

Typical Activities:

- Ensure all plans are aligned to the Participation departmental strategy, to maximise participation growth opportunities.
- Managing delivery of the plan through providing quality products, resources and tools to colleagues and other departments to successfully implement the interventions
- Continually improving understanding of recreational gymnastics through Club, Leisure Centre and School visits, attending meetings with key stakeholders and providers to keep up to date with trends and the changing landscape in different environments.
- Maintain strong relationships with other British Gymnastics Departments, sharing insight and knowledge about recreational gymnastics, contributing to projects and representing the department on working groups. For example, Talent, Learning and Development, Events, Volunteering, Coach Education.

Success Measures:

- Strategically focused plan driven and outcomes met
- The interventions that are implemented from the plan can be linked directly to participation growth
- Number of visits to different environments
- Contribution made to other departments
- Feedback from line manager, colleagues and Providers

2. Drive the development of recreational gymnastics programmes

Typical Activities:

- Be responsible for the development of quality recreational gymnastics programmes through the delivery and management of product lifecycles linked to all recreational gymnastics products.
- Identify and target products to be developed or created, using insight to clearly evidence need
- Work closely with the Equality and Standards lead to ensure participation projects within the Equality Action Plan are delivered.
- Work closely with the Product Development Manager (Insight) to ensure that products are developed in line with organisational processes.
- Monitor the progression of recreational gymnastics programmes, and the individual products within these, through regular monitoring, reporting and impact assessments.
- Ensure all interventions are inclusive and promote equality

Success Measures:

- Quality of the products created and developed through insight and feedback from customers and participants
- Impact of the projects delivered through the Equality Action Plan
- Feedback from Line Manager, colleagues, providers, participants and stakeholders

3. Strategically manage resources in order to deliver interventions and achieve the objectives set out within the Participation Strategy.

Typical Activities:

- Management of the Gymnastics Participation Team charged with overseeing the Operational and Delivery strands.
- Using the departmental strategy to best position resource to achieve Gymnastics Participation Team targets.
- Forward planning activities required by the team in order to achieve departmental objectives e.g. joint working on larger scale projects
- Planning, forecasting and managing the budget required to deliver the interventions within the strategy.
- Establishing and managing effective monitoring and reporting processes to evidence the impact of the Gymnastics Participation Team
- Building the Gymnastics Participation Team through motivating and inspiring them in their work. Supporting them to overcome barriers and to generate new ways of achieving success, managing the performance and outcomes of the team and where necessary leading on remedial actions
- Providing reports to evidence progress, success and impact of the Gymnastics Participation Team
- Maintaining effective housekeeping in relation to records and administration.

Success Measures:

- Achievement of results over and above established plans and prescribed targets
- Evidence of effective and strategic management skills and methods of operation
- Effective forecasting and management of the budget and evidence that resources have been best used for maximum return
- Impact reports presented

4. Safeguarding Responsibilities.

Risk Management/Safeguarding/Data Protection/Equality

- The role holder will be responsible for highlighting any perceived risk to the Line Manager
- Managers are responsible for rating risks, escalating risks to department Risk Registers (including project risks), and for controlling risks within their work area. Risk actions should be built into action plans and reported through plans@work
- The role holder will be responsible for reporting any safeguarding concerns, accidents & near misses to the Line Manager
- The role holder is to ensure that safeguarding arrangements are put in place and monitored for any activity they provide for children and protected adults. To ensure any significant safeguarding concerns are escalated to the Safeguarding & Compliance Team
- 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 is responsible for ensuring good data practice in their area of work and for carrying out privacy impact assessments ensuring steps are in place to address identified impacts
- The role holder will consider equality implications in all aspects of their work
- The role holder is responsible for taking steps to ensure greater diversity within the community who are accessing the services they manage. They should ensure equality impact assessments are carried out put steps in place to address identified impacts

Generic

- The role holder has a responsibility to ensure they comply with BG policy in relation to safeguarding, health & safety, data protection and equality.
- Managers, including coaches, will be accountable to the Head of Department for making arrangements for safeguarding, health, safety and welfare of the people, activities, and projects that they supervise.

Role Requirements:

1. Knowledge, Skills and Expertise

This role requires the holder to be the lead on the strategic development of recreational gymnastics. To be successful the role holder will require knowledge and understanding of recreational gymnastics across a range of environments, an understanding of equality and diversity in sport and an experience of project and product management.

In addition, the role holder will be required to demonstrate a range of professional skills in order to contribute to strategic planning, to lead working groups, to develop national programmes of work, these will include

- Strong interpersonal skills for influencing actions, communicating change and managing others
- Energy and enthusiasm for driving the departmental strategy forwards and achieving results
- High attention to detail to product high quality products.

The role holder will also lead on, manage and monitor budgets.

2. People

This role requires the holder to formally manage Product Officers, Inclusion Coordinators and an administrator. The role also requires the holder to develop effective working relationships with a wide range of colleagues, partners, and stakeholders.

A solid understanding of the people who deliver recreational gymnastics is required across the array of different environments and the ability to motivate staff to deliver agreed actions.

3. Shaping Direction

This role will require the holder to plan and monitor the development, delivery and impact of programmes and products tailored to increase participation and improve the quality of gymnastics delivery across all environments. In order to be successful the role holder will need a good and current understanding of the Participation Department strategy and the outcomes included to ensure work is in line with the interventions set and drives these outcomes.

4. Developing Solutions

This role requires the holder to use their initiative, analyse and resolve a number of challenges, problems and issues, including:

- Positioning products to best meet the needs of customers, when to promote the right products to the right people at the right time.
- Tailoring the delivery of recreational gymnastics to reduce latent demand in the sport and support the ability of the department to drive more coaches and more spaces

5. Decision Making

This role requires the holder to make a number of decisions and recommendations in relation to the Participation Strategy and associated work programmes and budgets, in line with the BG strategy.

In addition, the role holder is required to facilitate working groups to debate issues and gain insight in order to make informed decisions that ensure development programmes are fit for purpose, aligned to each other and to other BG programmes, aligned to the Participation Strategy and are appropriately rolled out, supported and measured nationally and locally.

6. Communicating

This role requires the holder to establish effective and meaningful business relationships with a broad range of colleagues and other stakeholders.

Communication will include: delivering presentations; contributing at and leading meetings, working groups and events; collating feedback and writing reports; representing the organisation at networking events; influencing partners; and championing Participation programmes.