

Development Manager - Job Description

Job title	Development Manager
Location	National Office in Matlock; in exceptional circumstances other bases may be considered however attendance at the National Office for a significant part of each week will be required.
Responsible to	Chief Executive
Responsible for	<p>The leadership and management of British Orienteering's Development Programme which is focused on:</p> <ul style="list-style-type: none"> increasing participation and membership increasing the capacity and capability of volunteers
Contractual Status	Full time – This position is dependent on the continuation of Sport England funding.
Salary	£38,000 to be negotiated dependent on experience and proven competence.
Role summary	<p>The Development Manager will be responsible for:</p> <ul style="list-style-type: none"> providing leadership to the development programme and those working in it; advising the Board on development issues and contributing to strategic planning; managing the programme and workforce; identifying and disseminating examples of good practice that have the potential to increase participation and membership; liaising with other staff and volunteers to support the development of volunteers and volunteering in orienteering; liaising with Sport England, Youth Sport Trust and other partners/organisations as required; being an active member of the Development Steering Group; representing the views of the development programme across the governance structure and stakeholders.
Key responsibilities, main tasks and activities	<p>Providing leadership to the development programme and those working in it:</p> <ul style="list-style-type: none"> provide leadership to the staff and volunteers working in the programme; develop the longer term strategy for increasing participation and the retention of participants in orienteering; lead the long, medium and short term planning of the development programme; review and update the participation pathway as required; lead change throughout the orienteering infrastructure to support the work of the development programme. <p>Advising the Board on development issues and contributing to strategic planning.</p> <p>Managing the programme and workforce:</p> <ul style="list-style-type: none"> manage the programme with an open, consultative management style, setting a strong and distinctive 'performance' culture; provide performance management to staff and conduct staff appraisals annually; ensure that information about the programme is provided to staff and

	<p>volunteers on a regular basis;</p> <ul style="list-style-type: none"> • monitor and analyse participation and membership data to identify areas for further research or good practice development; • work to develop the orienteering infrastructure and capacity to support increased participation and membership; • provide regular feedback about the programme to the Chief Executive and Chair of the Development Steering Group; • facilitate the monitoring and evaluation of all programmes; • oversee the preparation of annual budgets for the development programme (with support from Accounts Manager); • ensure the development programme operates within the agreed budget; <p>Identifying and disseminating examples of good practice that have the potential to increase participation and membership:</p> <ul style="list-style-type: none"> • identify good practice either from within the programme or the wider orienteering infrastructure; • identify good practice that has enabled focus groups inc Black & Ethnic Minorities, disabled, girls/women to be engaged with the sport; • disseminate details of good practice to clubs, staff and volunteers through direct contact and via the website; • promote good practice to the wider orienteering community and partners <p>Liaising with other staff and volunteers to support the development of volunteers and volunteering in orienteering:</p> <ul style="list-style-type: none"> • work with clubs and associations to develop training mechanisms and programmes that support clubs in: <ul style="list-style-type: none"> ○ developing new volunteers; ○ developing training for current volunteers to increase their effectiveness; • identify current or potential resource and skill gaps and assisting with the development and delivery of training to key orienteering officials. <p>Liaising with Sport England, Youth Sport Trust and other organisations as required and agreed with the Chief Executive.</p> <ul style="list-style-type: none"> • Negotiating and agreeing Service Agreements or Memorandum of Understanding as required. • Attending meetings and conferences that will benefit the orienteering development programme and increase networking with other sports. <p>Being an active member of the Development Steering Group.</p> <ul style="list-style-type: none"> • Play an active role in debating and agreeing the major targets for the development programme. • Ensure that the views of the participants, volunteers and staff are discussed and represented. • Provide information to the members of Development Committee to ensure informed discussions at meetings. • Ensure that implementation of the development programme is reviewed on a regular basis.
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	<p>Representing the views of the development programme across the governance structure and stakeholders.</p> <p>Other duties commensurate with the level of the post, as determined by the Chief Executive.</p>
General information	<p>The Development Manager will be a member of the British Orienteering Senior Management Team and will share with all colleagues the responsibility for:</p> <ul style="list-style-type: none"> • making suggestions to improve the working situation within their work and British Orienteering as a whole; • ensuring there is equality of opportunity throughout the programme; • complying with all aspects of British Orienteering's Health & Safety Policy and arrangements. <p>This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in light of the changing needs of the organisation.</p>

Person Specification

Qualifications	
Essential	Degree or similar qualification Current Driving Licence
Desirable	Formal qualifications in leadership or management or strong evidence of similar knowledge and competence or the willingness to work towards a formal leadership, sports science/administration or management qualification
Experience	
Essential	Minimum of 3 years relevant experience of which at least 2 years must be in a strategic or leadership role Proven experience in the management of a programme/project Proven experience of working with the volunteer sector in the last 3 years Experience in the development of individuals including: auditing of strengths & weaknesses, producing personal development plans, monitoring performance, providing feedback, producing reports Computer literacy including email, MS Office Financial and Budgetary knowledge and understanding of the associated principles
Desirable	Experience of participating in orienteering or another sport Experience of working in sport Experience of delivering training Experience of liaising with funding partners
Knowledge	
Essential	Contemporary management techniques and practices The volunteer sector and how volunteers are developed, motivated and managed Developing people
Desirable	Current good practice in developing participation in sport and an understanding of development issues in sport
Leadership & Management	
Essential	Demonstrate the ability to lead a team of staff and volunteers Demonstrate the ability to lead projects that are innovative and challenging Demonstrate the ability to manage conflict both with volunteers and staff Open, consultative management style with a proven ability as a problem solver and decisive decision maker An excellent 'business sense'
Planning & Delivery	
Essential	Ability to plan and deliver an integrated development programme or project Ability to prioritise and take a proactive approach to accommodate changes in priority and to meet tight deadlines Ability to effectively prioritise and plan one's own workload and remain

	<p>outcome orientated</p> <p>Ability to audit the current performance of clubs and volunteers against an agreed set of standards</p> <p>Ability to budget and monitor spending</p>
Problem solving & decision making	
Essential	<p>A positive approach to problem solving and dealing with people</p> <p>Good problem solving and decision making skills</p> <p>The ability to be inventive and pursue innovative ideas</p> <p>Demonstrate excellent problem solving and decision making skills</p>
Communications & influencing	
Essential	<p>An individual with vision and the ability to communicate that vision to the wider orienteering fraternity (e.g. key clubs)</p> <p>Demonstrate the ability to communicate, influence and inspire staff and volunteers across multiple programmes and projects</p> <p>Demonstrate excellent oral and written skills to liaise with staff, volunteers and where appropriate internal and external bodies</p> <p>Excellent listening skills</p> <p>Demonstrate excellent interpersonal skills</p>
Desirable	Experience of working with and influencing a Board of Directors
Teamwork and personal impact	
Essential	<p>Demonstrate the ability to lead a team of professional staff / consultants so as to ensure that agreed targets are achieved to a high standard and within the agreed framework</p> <p>Demonstrate the ability to work and operate in a team environment</p>
Other considerations	
Essential	<p>Highly motivated to 'make a difference' and be fully committed</p> <p>Demonstrate the ability and willingness to travel to meetings/events and work unsocial hours at weekends and evenings</p> <p>Demonstrate an understanding and commitment to equal opportunities and equity</p> <p>Demonstrate an understanding of and commitment to individual responsibility to comply with the Health and Safety Policy and arrangements</p> <p>Demonstrate the ability to be flexible, and adaptable to perform tasks which are normally outside the job specifications, but considered commensurate with the role</p>