# Hosting Proforma

Sported Foundation

 Name of Host

 Organisation

**1. Interchange Manager’s details**

Judith Rankin

 Name

 Organisation/

Northern Ireland

 Department

c/o Sported Foundation

House of Sport (4th Floor)

190 Great Dover Street

London SE1 4YB

 Address

 Telephone Fax number

N/A

07775 335498

 Number

j.rankin@sported.org.uk

 E-mail

Type of Opportunity

I/C 39/21 National Manager – Northern Ireland
Secondment, 01.09.2021 until 31.08.22

**2. Details of hosting opportunity**

 Description of opportunity

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| This secondment is an exciting opportunity to join Sported as our Northern Ireland National Manager, where we deliver vital services forcommunity groups & young people knowing that our supports are genuinely a lifeline for small grassroots groups and the young people they support. **Sported** is a UK wide charity promoting fairness and equity for young people through grassroot sport and physical activity. We are the UK’s largest network of community groups supporting half a million young people to overcome barriers to reach their full potential. The 2,600 groups within our network are deeply rooted within their communities and led by highly committed, passionate local people who often give up their time voluntarily to run initiatives that help young people from their community to succeed. However, grassroot groups are often under-funded and under-resourced. Our role is to empower the local heroes running these groups by providing much needed professional expertise, resources and operational support, free of charge, to help their group survive and thrive.As **National Manager – Northern Ireland**, no day will be the sameas you spearhead Sported’s work in Northern Ireland , with opportunity to develop exciting new projects, partnerships, and programmes, responding to local need. You will provide strategic direction and ensure Sported’s operational plan and KPIs in NI are clear , aligned organisationally and delivered upon.You will be joining a diverse team of exceptional people from across the UK, all with an enviable purpose and drive to deliver the best service to our network of groups, volunteers and partners.This influential role will involve stewarding existing and proactively cultivating new relationships with external stakeholders at a National level. Alongside this you will directly line manage our busy NI staff team , ensuring good pastoral and professional care and helping to prioritise project and ongoing engagement work.The successful applicant will have demonstratable experience in initiating & managing multiple relationships and partnerships across different sectors, and identifying & developing proposals for funding. The post holder should have experience acting as an organisational representative within key stakeholder environments, and line management of paid staff. The successful applicant will have experience of working in/with the community sector in Northern Ireland and a personal understanding of the issues facing small voluntary-led community groups and the role sport can play in a social context.  |

Main objectives of the opportunity

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| **Strategic Direction*** Review and co-ordinate Annual Delivery Plan for Northern Ireland, considering project work and members’ needs
* Hold overall responsibility for delivering associated KPIs and provide required information on deliverables
* Coordinate activity with Sported National Managers to ensure best practice is adopted in Northern Ireland

**Partnerships*** Ensure that projects within Northern Ireland are delivered in a high-quality manner, leading through direct delivery where required
* Liaise with a range of stakeholders including Government Departments, District Councils, Businesses, Governing Bodies, identifying those with the most potential to programmatically or financially benefit Sported’s work
* Successfully steward existing and proactively identify and cultivate new relationships with those that could support Sported in Northern Ireland, either financially or non-financially
* Seek opportunities to represent Sported in Northern Ireland which benefit our profile and credibility

**Income Generation*** Work with fundraising team to identify, engage and bid for funding contacts, opportunities, and partnerships for Sported in Northern Ireland
* Proactively identify and raise innovations and emerging trends in delivery with fundraising team for potential funding
* Sit on internal Cross-Organisational Fundraising meeting with Fundraising Team and National Managers, ensuring Fundraising priorities and plans, as they relate to NI, are delivered effectively

**Management of NI Field Team*** Provide direct management support to the Northern Ireland team, including quarterly PDPs and regular 121s to ensure objectives and targets are on track
* Hold overall responsibility for NI engagement, utilisation and satisfaction targets, plus other delivery KPIs in line with relevant organisational/partnership strategy and take corrective action when these are not being met
* Work alongside National Managers to influence and direct operational strategies, policies and procedures
* Build links and bridges across all Sported’s departments and a diverse team
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**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| **Knowledge and Experience** *Essential* * Experience of initiating and managing multiple relationships and partnerships across different sectors
* Experience of identifying and developing funding proposals
* Experience of acting as an organisational representative within key stakeholder environments
* 5 years’ experience in either the voluntary, community or sport sectors in the UK
* Knowledge of the community sports sector in Northern Ireland; understanding of issues facing small community groups and the role sport can play in a social context
* Line-management of paid staff

*Desirable* * Experience of negotiating the NI funding landscape
* Experience in creating regional strategies and plans
* Proven use of data and insight
* Management of volunteers

**Skills and Attributes** * Team player
* Ability to manage a remote team
* Adept at managing and prioritising own workload
* Ability to engage in regular self-reflection and encourage team to do the same
* Strong organisational and planning skills; able to set clear deliverables and targets
* Personal authority to establish relationships with key stakeholders
* Diplomatic and sensitive when dealing with a range of people
* Strong verbal and written communication skills
* Efficient administrative and IT skills
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**4. Personnel: Please state below**

 Who will the individual report to?

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| Head of Delivery & Development; Deputy CEO  |

 Who will be the individual’s line manager and/or reporting officer?

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| Head of Delivery & Development |

**5. Transfer of learning**

 Please give details of how the Opportunity will benefit your organisation, the

 individual and their organisation.

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| **Benefit to individual**The post holder will benefit from opportunity to hold an influential role in developing relationships with external stakeholders at National level, while delivering vital services for NI community groups and young people. The successful individual will work with an extensive range of stakeholders and gain valuable experience in developing business relationships and strategic partnerships with the Community Sector. **Benefit to individual’s employer**This opportunity will enrich the post-holder’s experience and develop their abilities in a number of areas, including managing multiple relationships & partnerships, identifying & developing funding proposals, project management and acting as an organisational representative at National level. **Benefit to Sported**As host organisation, Sported will benefit from new skills and experience that the post holder will bring from an external perspective. This opportunity will attract an individual with the capacity and capability to initiate and manage strategic relationships across Northern Ireland, while providing the opportunity to widen the skills and experience of the existing Team.  |

**6. Logistics**

Please provide details of the likely start date, duration, location, form of transport required, resources (i.e.; desk, PC, etc.) and funding arrangements for the opportunity.

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| **Start Date :** 01.09.2021**Salary Scale:** £35,000 - £38,000 **Duration**: 12-month Secondment opportunity until 31.08.2022 **Location**: Home working (frequent travel across NI + occasionally England) **Resources**: Mobile phone and laptop will be provided. **Further information**: Selection for this post will be as follows:* Shortlisting will take place on the basis of the criteria detailed above and final selection will be by interview.
* Contact Judith Rankin for further info on the post at J.Rankin@sported.org.uk or 07775 335498.

**Closing Date: Applications must be submitted by 5pm Fri 18 June to:** **interchangesecretariat@finance-ni.gov.uk*****\*This opportunity is not open to NICS Staff.*** |

**7. Endorsement**

 **Interchange Manager**

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| **J Rankin** |

**Signed:**

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| **21/5/21** |

**Date:**