



YOUTH SPORT TRUST

Background Information Pack

Development Manager – London/South East (exact locations tbc but will include areas of London as well as Surrey, Berkshire & Hampshire) – full time

Development Manager – South West (exact locations tbc but will include West of England, Hereford, Worcestershire & Gloucestershire) – 0.6fte



“There’s absolutely no doubt in my mind that without the Youth Sport Trust, I would definitely not be where I am today.”

Jay Roper —
Team Leader and Young Ambassador 2008-2011

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About the Youth Sport Trust

We are a national independent charity passionate about creating a future where every child enjoys the life-changing benefits that come from play and sport.

We are passionate about helping all children unlock their full potential through high quality, inclusive and innovative physical education and sport opportunities. Over 20 years we have developed a unique way of maximising the power of sport to grow young people, schools and communities through the development of qualities such as creativity, aspiration, resilience and empathy.

Through the power of sport we focus on the following six key objectives that underpin everything we do:

Transforming physical education

Transform PE's place in the curriculum, putting it at the centre of wellbeing and achievement in education.

We will work with teachers, young people, parents and policymakers to maximise PE's potential to improve children's wellbeing and achievement.

Removing barriers to sport

Harness global best practice to ensure youth sport in the UK is inclusive, accessible and fun

We will support schools, clubs and families to remove the causes of negative experiences for young people.

Unlocking potential

Unlock sport's potential at every stage of a child's life, especially where they face inequality or disadvantage

We will work to close the gaps created by inequality and disadvantage, particularly at key transitional moments in a young person's life like starting or changing school and preparing for employment.

Empowering activism

Empower young people through sport to become local activists, tackling the issues of their generation

We will equip them with the skills, confidence and opportunities to lead change in their communities.

Championing insight

Champion the impact of physical activity, PE and sport through research and insight

We will establish a research and innovation hub which evidences improvements to children's wellbeing and achievement.

Strengthening foundations

Strengthen our foundations to ensure we can sustain our mission

We will deliver our charitable objectives through good governance, a skilled workforce and sustainable income.

Through our insight, expertise and partnerships with primary, secondary and special educational needs schools and practitioners over the past two decades, we have developed unique solutions to maximise the power of sport to grow young people, impacting on their physical, social and emotional wellbeing. Our latest impact report <http://impact.youthsporttrust.org/> provides an insight of our achievements and demonstrates the breadth of opportunities we are giving schools and young people across the country and around the world.

The three principle elements of our mission to create a brighter future for young people include:

Wellbeing

Our work builds the foundations of movement within children, equipping them with the confidence, competence and enjoyment of sport needed for a lifetime of activity, and good physical and emotional health.

Leadership

Our work supports the personal development of young people and their progress at school, as well as preparing them for the challenges of life ahead. We support young people to develop a range of positive character traits and employability skills.

Achievement

PE and sport, delivered well, is proven to impact positively on attainment and academic achievement. It can enhance cognitive performance, engage young people more readily in learning, and support the development of skills needed for success in and out of the classroom – communication, teamwork and self management.

These are delivered through partnerships with corporate sponsors, government, sport, health and education stakeholders, as well as schools and local communities. Our work is UK-wide, and we also undertake an impressive international programme of work.

Our Values

Our values are our moral compass and guide the attitudes and behaviours required of us to achieve our vision. They provide an accountability framework for how we work internally with each other and with our customers and clients.

1. **Trust** - We earn trust from others through honesty and reliability
2. **Responsibility** – We commit to what we do by taking ownership and being accountable
3. **Integrity** - We hold up the mirror to ourselves to do the right thing
4. **Partnership Working** - We take a shared responsibility approach to working with others and respect difference to get the best out of ourselves and others.



About the Role

We have two roles; one full time role based in the London/South East region and one 0.6fte role based in the Gloucestershire/West of England region.

Support us in creating a world leading sport system that reaches, inspires and engages all young people – whatever their age or ability. That's our aim at Youth Sport Trust (YST) and, if you join us, you'll be helping youngsters in your region achieve their full potential by ensuring they have access to high quality physical education and sport.

You will establish and implement regional and local level strategies that promote our membership benefits to schools either as individual members or clusters of schools. You will need to position and promote Youth Sport Trust, training, resources and solutions as tools that can add value, support and contribute to achieving whole school objectives.

Engaging and working with schools across a region, you'll assist them in maximising their development of PE and school sport, and show them how sport can improve wellbeing raise achievement. You will also help to recruit and nurture a Youth Sport Trust 'associate' community of Head Teacher and Physical Education advocates, to raise YST's profile and influence at a deeper level locally to grow our member network. You will be expected to secure partnerships with existing and/or new stakeholders in your area that can lever local income which will be directed back into PE and School Sport.

Much of your success will depend on you winning support from colleagues, schools and other influential individuals and organisations. You, therefore, must be able to express yourself persuasively in speech and writing, with the authority of impressive experience. A background of working in Education or Sports Development is essential, your background should encompass providing development support to schools and implementing national educational programmes at a regional level. You certainly need to be familiar with education and sport policy, and the organisations that can help schools develop PE and sport.

You will be used to providing high level development support to education/sport organisations as well as implementing and managing strategies that contribute to the development of an organisation to effectively deliver outcomes. You also have to know how to develop and use PE and sport to bring about positive outcomes for young people.



Job Description

Position	Development Manager
Grade:	C
Responsible to:	Development Manager – Team Leader
Responsible for:	N/A
Location:	Regional
Car Allowance:	Yes
DBS Required:	No
Issue Date:	February 2019

Overall Role:

- Establish and implement regional and local level strategies that result in schools joining the YST member network – as individual members or clusters of schools (e.g. Multi Academy Trusts, School Sports Partnerships, consortiums and learning communities)
- Recruit and nurture a YST 'associate' community of deliverers and advocates, to raise YSTs profile and influence at a deeper level locally
- Secure partnerships with existing and/or new stakeholders that can lever local income and support the income generation team to secure funding for local development projects
- Position and promote YSTs, training, resources & solutions as tools that can add value, support and contribute to achieving whole school objectives.
- Provide regional intelligence and insight from the field back into the organisation to support innovation and product development that meet schools' and stakeholder needs

Duties and Responsibilities:

Teamwork

- Work with the Head of Membership, Development Manager Team Leaders and Field Team Development Managers to ensure coherence, integration and maximum impact of YSTs membership
- Work with the Commercial and Income Generation Teams to scope out new business opportunities and simple, effective development projects that can address specific issues for regional partnerships or networks and membership clusters
- Create and support collaboration across the local education, health and sport landscape

Results Orientation

- Research, identify and engage with potential strategic partners and align YST membership solutions to their priorities to leverage income for YST
- Implement an effective tracking and monitoring process for YST membership targets across a regional area, to aid recruitment and retention strategies
- Develop, manage and embed the delivery of priorities within the YST operational plan in targeted areas across the region

Building Relationships

- Establish and maintain positive and dynamic relationships with schools and YST strategic networks across the region (for example, Multi-Academy Trusts, groups of schools, County Sports Partnerships)
- Build and maximise new relationships with potential strategic partners across the education, health and sport landscape
- Work collaboratively with colleagues in schools to establish a vibrant/proactive delivery and advocacy workforce across the region that drives the development of physical education, school sport and physical activity

Influencing

- Plan and deliver pitches to potential strategic partners and networks, that are aligned with local priorities and generate new business opportunities for the organisation
- Identify and secure opportunities to engage decision makers for single schools and groups of schools to understand their wellbeing and achievement needs and to position YST membership services
- Develop and implement regional influencing strategies through the regional YST advocacy network to help schools understand the value of high quality physical education and school sport and its contribution to young people's attainment and achievement.

Drive and Manage Change

- Support other DMs and the Learning Academy workforce to achieve sustainable change through the strategic implementation of YST programmes and interventions
- Deliver change through specific services which are part of the YST Membership offer
- Advise Programme Managers of specific challenges and barriers facing schools in the development and delivery of their programmes.

Communication

- Deliver high level briefings and keynotes to raise the profile of YST across the region
- Provide high level innovative development support to schools, groups of schools and Multi Academy Trusts to develop strategies and implement their development plans.
- Maintain regular communication with local partners key to the implementation and delivery of YST work.
- Lead the communication and development of relationships between YST and key education/sport/health/youth organisations and professionals within the geographic area

General

- Any other duties which may be reasonably required from time to time and which are commensurate with the post.

Person Specification

Applicants for this position should be able to satisfy the following criteria:

Experience	Essential	Desirable
1. Proven experience in Sports Development and/or Education.	✓	
2. Experience of providing high level development support to education/sport organizations.	✓	
3. Experience of working with or as part of a remote field force	✓	
4. Experience of implementing and managing strategies that contribute to the development of an organisation to effectively deliver outcomes.	✓	
5. Experience of working in/with YST network schools	✓	
6. Experience in communicating with, and presenting to, a range of audiences.	✓	
7. Experience of effectively, developing and motivating a team of people.		✓
8. Experience of grant management/analysis of financial related grant/contract information.		✓
9. Experience of producing high level management information for a range of audiences.	✓	
Knowledge		
1. Understanding of the education, sport, health and/or youth sector(s).	✓	
2. Understanding of the organisations and agencies that can support schools in developing and strategically using PE and School Sport.	✓	
3. Knowledge of national development programmes available to support schools and other providers of services to young people.		✓
Skills and Abilities		
1. Strong team player.	✓	
2. Ability to manage time and to prioritise work effectively.	✓	
3. Proven negotiating skills.	✓	
4. Tenacious when it comes to problem solving/acquiring key information.	✓	
5. Innovative.	✓	
6. Ability to work on own initiative.	✓	
7. Excellent written and oral communication skills.	✓	
8. Initiate and develop practices, analyse and use judgement to identify the best solution.	✓	
9. Ability to receive, understand and convey information which requires interpretation, analysis and careful explanation to others.	✓	

10. Considerable creativity, evaluation, analysis and interpretive thought. ✓
11. Strong influencing and analytical skills. ✓
12. Prepared to work out of normal office hours and to travel extensively within a large geographical area, which may require overnight stays. ✓

Terms and Conditions

A full statement of the main terms and conditions of employment will be supplied with any formal offer of employment. The information provided below may be helpful to applicants as a guide, but should not be treated as a substitute for a full contract of employment. Please note that terms and conditions will be a pro-rated for part time appointments as appropriate.

Hours of Work

Our office hours are Monday to Thursday 9.00am – 5.15pm and Friday 9.00am – 4.45pm. Furthermore you will be expected to work the hours necessary to fulfil your duties satisfactorily.

Salary

Ideally, we are looking to appoint circa £34,000 - £37,000 per annum.

Location

This role will be based in the region, based at home. The successful candidate will be required to travel to other offices and events around the UK as necessary.

Annual Leave

This post has an annual leave entitlement of 25 days (FT) which may be taken, subject to approval by line manager, at any time of the year. In addition, there will be 8 bank holidays and 5 additional days which the Youth Sport Trust determines on an annual basis.

Pension

On the start of your third month of continuous service with the Trust you will be contractually enrolled into the pension scheme nominated by the Trust. Upon joining the scheme you will receive 5% employer pension contribution, based on your basic salary. Full details of the Qualifying Scheme are available from HR.

Car Allowance

The Youth Sport Trust provides designated car users with a cash allowance in lieu of a car to be paid by equal monthly instalments to assist in the lease, hire or purchase of a vehicle. The post holder shall be responsible for servicing their vehicle and ensuring that the vehicle is insured for the purposes of which it is intended to be used. For mileage incurred on business use re-imbursment is made at a petrol/diesel cost recovery rate.

Health Cash Plan

The Youth Sport Trust recognises the importance of maintaining good health and wishes to support employees and their families with this. We provide all employees with access to a health cash plan that allows employees to reclaim costs for a range of medical care and treatment costs.

Headspace

The Trust provides access to this health and wellbeing initiative focused on using meditation techniques to help employees to feel happier, sleep better and reduce levels of stress.

Volunteer Days

The Trust recognises the importance of volunteering and as such provides up to 5 days volunteer leave per annum. 3 days are paid, the remaining are unpaid.

Interest Free Season Ticket Travel

The Youth Sport Trust offers interest free loans for employees to purchase bus or train season tickets.

Probation & Career Development

Initial appointment to the Youth Sport Trust is subject to a six month probationary period. All posts in the Youth Sport Trust are subject to an annual appraisal process with a formal six month review. Annual pay awards are performance related and linked to appraisals and further information on this will be provided upon appointment.

The Youth Sport Trust has identified a number of competencies that are aligned to our values. Competencies are the behaviours and skills that define successful performance in the work place and provide an understanding of what is required to be effective within a role and to develop in your career. Competencies allow for an individual's performance to be evaluated not just on outcomes but also on how they achieve those outcomes. Typically, competencies are used to provide people with more clarity about what is expected of them, what is acceptable and unacceptable performance, as well as supporting the values of an organisation.

The framework for Youth Sport Trust has been developed with input from all managers and employees across the organisation. There are 16 competencies in total and employees work with their managers to identify those that are most appropriate to them and their development. We have one core competency that is critical for all employees which is "Living Out The Company Values".

Pre – Employment Checks

Any offer of employment will be conditional on:

- The receipt of two references to the Youth Sport Trust. One referee must be your current or most recent employer.
- Satisfactory documentary evidence of your eligibility to work in the UK in accordance with current legislative requirements.
- Your written confirmation that the information provided on your application is correct.
- Satisfactory verification of your professional qualifications
- If the post involves training, supervising, working with and /or being in sole charge of children and young people you will be required to apply for a disclosure from the Disclosure and Barring Services (DBS). This was previously known as the CRB check and is an impartial and confidential document that details an individual's criminal record, and where appropriate, details of those who are banned from working with children. The offer of employment will be conditional on the disclosure proving satisfactory to the Youth Sport Trust. The Youth Sport Trust complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

How to Apply

Applications should be made using the online Youth Sport Trust application form. For further details and access to the online form please visit <http://jobs.youthsporttrust.org> and click on the appropriate vacancy. Please ensure you submit your application no later than 10am on 26 March 2019.

Selection

Selection will take place by 28 March 2019.

Interview

Interviews will take place in our Loughborough office on 4 April 2019. The format of the interviews will be confirmed if you are selected but please be aware that the format usually consists of group and individual activities, followed by one to one interviews. Therefore, candidates are normally expected to attend from 9.30am until approximately 4pm. Please note, as a charity, it is our policy not to reimburse travel expenses for interviews.

Equal Opportunities

Youth Sport Trust positively welcomes and seeks to ensure we achieve diversity in our workforce and that all job applicants and employees receive equal and fair treatment. We encourage applications from all candidates regardless of age, race, gender, gender identity, religion, sexual orientation, disability, or nationality.

Further information on the Youth Sport Trust

If you would like further information on the Youth Sport Trust please refer to the YST website www.youthsporttrust.org

