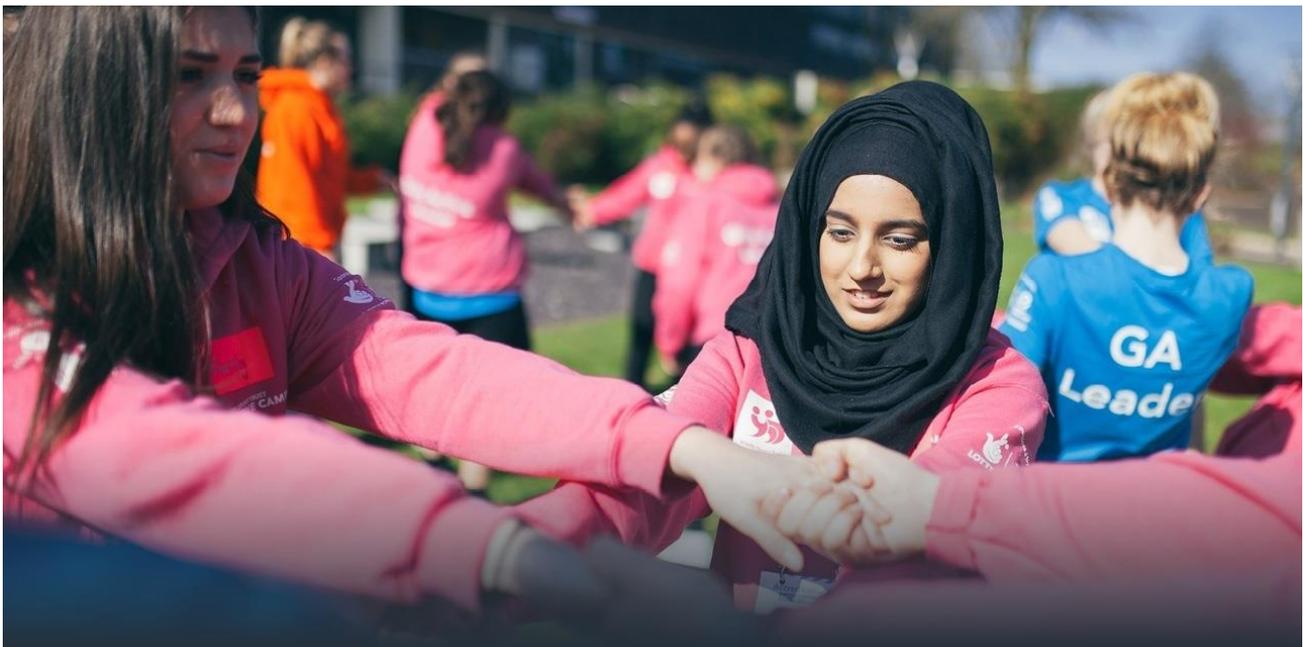




**YOUTH
SPORT
TRUST**

**Background Information Pack
Development Manager –
Leadership & Volunteering
Maternity cover – up to 12 months fixed term**



“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

Excited by the power of sport to energise young people you are looking for a leadership role where your knowledge and expertise can make a difference. That is the unique opportunity we can offer you at the Youth Sport Trust. We want you to help us create a world leading sport system that harnesses the power of sport to enhance wellbeing, build leadership and raise achievement and work to make it happen.

As Development Manager for Leadership and Volunteering you will ensure that young people develop through leadership and are able to utilise skills learnt in a variety of roles. Leading a small team, you will set performance targets and provide expert knowledge, creativity and direction as well as nurture and assist a network of lead schools and practitioners to support the development of this field of expertise. You will build effective and influential working relationships with colleagues and outside stakeholders, to ensure an external presence as well as consistent focus and use across the organisation. We will look to you to maximise and grow our intellectual property in this field by driving the profile, reach and importance of our work within and beyond education and sport landscape. To guarantee effectiveness you will ensure our approach is representative of young people, is clearly positioned within education, oversee stakeholder reporting, monitor success and implement continuous improvement initiatives.

Much of your success will depend on you having leadership experience in Youth Leadership / Education, Events and/or Sports Development in a role where you will have provided support and guidance to a network of professionals involved in leadership and volunteering in and through sport. You will have been involved in the development of young people and are used to measuring impact and using insight to drive change. You must have a strong understanding of the Youth Social Action Agenda and education system. This must be complemented by good knowledge of the latest developments in national and regional sports strategy too. Familiar with the organisations and agencies that can support schools in developing PE and School Sport, you will be effective at building relationships and are able to communicate with audiences of differing backgrounds. You must also possess strong analytical, problem solving, project management and communication skills too.



Job Description

Position:	Development Manager – Leadership and Volunteering (Maternity Cover)
Grade:	C
Responsible to:	Head of Sport
Responsible for:	Development Officer: Leadership Programmes Youth and Community Coordinator
Car Allowance:	No
DBS Check:	Yes
Location:	Regional/Loughborough
Issue Date:	December 2018

Overall Role:

- Provide leadership, expert knowledge and creativity to the direction of youth leadership and volunteering in and through sport.
- Nurture and support a network of lead schools and practitioners to support development in this field of expertise, ensuring that young people develop through leadership and are able to utilise these skills in a variety of roles.
- Manage the development and delivery of two key programmes - Girls as Coaches and Activators and Youth Leadership Audit.
- Maximise and grow YST's intellectual property in this field, leading and directing this across the UK, driving the profile, reach and importance of our work within and beyond the sport and education landscape.
- Work internally and externally (including sports organisations [including NGB's], youth social action providers and corporate partners) to proactively develop relationships and connectivity with other work areas and ensure efficient and effective communication within YST and with key external partners and stakeholders.

Duties & Responsibilities:

Building Relationships (Level 2)

- Build and maintain active contact and build appropriate rapport with partners and the YST Lead Schools for Leadership, Coaching and Volunteering by regularly updating them on relevant information regarding innovation, findings, and key achievements where appropriate.
- Build and establish effective, influential and expert working relationships with internal colleagues and external stakeholders such as Sports Leaders UK, UK Coaching, Sport and Recreation Alliance in order to support the development of our intellectual property and delivery offer in the area of Leadership and Volunteering.
- Ensure the effective understanding and use of 'young people's voice' in youth leadership to drive the effective consideration of the views of a diverse range of young people, making sure YST's approach is truly representative of young people.
- Provide focus not only on the deployment of young people as leaders (e.g. through the School Games National Finals) but also on the destination of the young people involved in YST Leadership development work by engaging with the YST Youth Board and appropriate industry partners and stakeholders in employment and education.

Teamwork (Level 2)

- Maintain a high performing culture within the YST, encouraging colleagues to increase their knowledge and experience through the creativity and thought leadership you will bring to the YST Youth Leadership, Coaching and Volunteering.
- Proactively work with colleagues internally and externally to ensure that Youth Sport Leadership is positioned clearly, and that all Youth Sport Trust work across the organisation in youth leadership relates to our strategy and leadership ladder.
- Ensure that all work within Leadership, Coaching and Volunteering is designed in line with the corporate tools and resource of the YST and wider group, engaging with the Learning Academy and Field Team.
- Foster team working with fellow Development Managers, to develop and implement innovative approaches, resources, events and projects that improve the quantity and quality of learning through leadership in sport for young people.

Results Orientation (Level 2)

- Take responsibility for the operational planning, delivery, monitoring and reporting of all work involved in Leadership and Volunteering
- Develop and deliver youth leadership programmes to maximum effect and provide regular progress and budget reports for internal and external use on delivery against the agreed KPI's for programme, flagging and mitigating risks and issues
- Identify areas for improvement and set targets to ensure the outcomes for YST Leaders are delivered effectively, relentlessly striving for performance improvement and enhanced knowledge and understanding.
- Provide leadership and management to ensure that partner organisations and colleagues support the delivery of key milestones and targets
- Nurture and support a network of lead schools for Leadership, Coaching and Volunteering to drive this field of expertise in young people forward, providing the opportunity for innovation, training delivery and skills as advocates for YST and our approach to youth leadership.
- Provide colleagues with expert content and guidance about Leadership, Coaching and Volunteering for residential camps and other areas of direct delivery to young people, to ensure that relevant young people are targeted, included and engaged appropriately.

People Management (Level 2)

- Manage and coordinate contract staff, ensuring that they are clear in their objectives to deliver an efficient and effective service to internal and external customers.
- Drive excellence and high performing culture within and across the team, built on YST's values.
- Provide high level coaching and precise feedback to improve the performance of the team, holding direct reports accountable for their performance and contribution to the YST mission and objectives.
- Lead and drive the development and delivery team for any YST Leadership camps, working with the Events team and relevant programme or contract leads, as well as colleagues from across the YST.

Visionary Thinking (Level 2)

- Provide leadership, expert knowledge, creativity and direction to the YST strategy, in particular in relation to youth leadership and activism – keeping the YST at the cutting edge of development for young people by understanding the challenges faced by young people in accessing this field, stimulating the use of leadership in and through sport as a key learning tool for young people at the heart of primary and secondary schools

- Strive to ensure that the right products, resources, training and qualification solutions are provided to enhance the group offering in respect of Youth Leadership, Coaching and Volunteering.
- Ensure the Leadership Ladder has external profile and consistent use across the group, underpinning YST's work with young people as coaches, officials and members of a volunteer workforce with a consistent leadership philosophy

Drive and Manage Change (Level 2)

- Identify the need for change and gain commitment to it, both internally and externally, through effective involvement and communication.
- Working with fellow Development Managers continuously seek improvements that deliver long-term organisational benefits, will create and build processes that increase the likelihood of successful change.
- Engage and consult with the Research and Insight, Delivery, Membership and Learning Academy teams in the change process.
- Maximise and grow YST's intellectual property in this field, driving its profile, reach and importance amongst the PE and School Sport workforce across the UK.

General

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

Person Specification

Development Manager – Leadership and Volunteering

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

Experience	Essential	Desirable
1. Proven experience in Youth Leadership.	✓	
2. Proven experience in Education.	✓	
3. Experience of providing high level development support and thought leadership to sport/education organisations, including leadership and volunteering	✓	
4. Experience of providing development support and guidance to a network of professionals, driving change and measuring impact, with a focus on leadership and volunteering in and through sport.	✓	
5. Experience of delivering and directing one day/residential camps		✓
6. Experience of working with and supporting the development of young people	✓	
7. Experience in communicating with, and presenting to, a range of audiences.	✓	
8. Experience of effectively developing and motivating a team of people.	✓	
9. Proven experience of project management, including financial management control of budgets, information management and producing simple financial reports	✓	
10. Experience of producing high level management information for a range of audiences.	✓	
Knowledge & Understanding	Essential	Desirable
1. Good understanding of the education system.	✓	
2. Strong understanding of the Youth Social Action Agenda	✓	
3. Excellent understanding of sports development and emerging models of behaviour change	✓	
4. Understanding of the latest developments in national/regional sports strategy	✓	
5. Good understanding of the current education and policy strategies		✓
6. Excellent understanding of the organisations and agencies that can support schools in developing PE and School Sport particularly.	✓	
7. Good knowledge of national development programmes to support schools.		✓

8. Ability to draw upon a range of sources of data/ evidence to create hypotheses to test, to draw conclusions and to drive a developmental trajectory ✓

Skills & Abilities

Essential Desirable

- | | | |
|---|---|--|
| 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 | ✓ | |
| 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 with overnight stays including UK wide | ✓ | |

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 £30,000 - £35,000 per annum. Progression through the scale is currently based on annual performance assessment as part of our annual appraisal scheme.

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 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 15 January 2019.

Selection

Selection will take place by 17 January 2019.

Interview

Interviews will take place in our Loughborough office on 24 January 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

