

JOB DESCRIPTION

POST:	Regional Development Manager – External relations
SALARY:	£30,000 - £34,000
RESPONSIBLE TO:	Head of Development
STAFF MANAGED:	n/a
POST REF:	SENESDM3
JOB PURPOSE:	<p>The core focus of this role is to manage areas of work related to the Swim England Northeast strategy & business plan.</p> <p>The post-holder will have specific responsibility to lead our work supporting aquatics communities to engage people to be more active and fulfil their potential within aquatic disciplines.</p> <p>The post-holder should embrace collaboration and uphold the organisations values and behaviour, both internally and externally.</p>
ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Role Specific Tasks	<ul style="list-style-type: none"> • Support Regional Board and County Association Governance • Succession planning for the NER board • Generation of additional income streams • Lead on Equality, diversity and community engagement • Develop a cohesive Para-Swimming plan for the Region • Develop a cohesive Open Water Swimming for the Region • Oversee Officials training for all disciplines • Work with team members to ensure that the regional Website and social media platforms are fit for purpose and up to date.
Partnerships & Systems Leadership	<p>Act as an ambassador for and represent Swim England North East in any relevant networks.</p> <p>Build, develop and monitor relationships with new and existing partner organisations such as:</p> <ul style="list-style-type: none"> • External funders • Sport England • Swim England • Clubs • Coaches • Volunteers • County Associations • Additional Governing Bodies

<p>Programmes & Projects</p>	<p>Lead on the following:</p> <ul style="list-style-type: none"> • Ensuring the region’s compliance with the Code of Good Governance • Supporting Governance development within the County Associations • Increasing external investment into the Region • Development of a County Investment/expenditure plans • Link with external partners including Active Partnerships and non-Aquatic organisations <p>And any others as determined by the needs of the charity in order to respond to community need.</p>
<p>Organisational Standards</p>	<p>Carry out and monitor any specific actions identified through the annual Improvement plan.</p> <p>Understand and champion the safeguarding of children and adults at risk linked to your position in the organisation.</p> <p>Champion equality, diversity and inclusion and proactively challenge discriminative practices.</p> <p>Operate as a learning leader within the organisation contributing towards shared learning.</p> <p>Maintain and develop and relevant qualifications or standards associated with the role and to undertake CPD in line with the organisational development plan. Minimum standards for all staff include:</p> <ul style="list-style-type: none"> • Safeguarding and protecting children/adults • Mental Health Awareness <p>Uphold and champion the organisational values.</p>
<p>Finance</p>	<p>Manage the day to day budgets assigned to the post.</p> <p>Follow all financial policies, processes, and controls in relation to authorised spend.</p> <p>Support on the identification of new business opportunities and the submission of high quality applications.</p>
<p>Impact Measurement, learning & Performance</p>	<p>Collect and monitor relevant output and outcome measures contributing to the organisational impact measurement framework and impact report.</p> <p>Reflect and document your own learning.</p>

<p>Management.</p>	<p>Contribute to the collective learning of the organisation.</p> <p>Disseminate and cascade learning, insight and impact and share with external stakeholders.</p> <p>Champion the impact of your work and of the wider work of NYS on a local, regional and national basis.</p> <p>Comply with monitoring and evaluation requests from funding bodies.</p>
<p>General / Role Specific</p>	<p>Office based however remote and homeworking as well as travel, both within and outside of THE REGION as required.</p> <p>The ability to work both independently and as part of a team, this includes North Yorkshire Sport staff as well as wider sector partners and working groups.</p> <p>A high degree of self-motivation and the ability to motivate others, both within the team and wider partners & stakeholder.</p> <p>Will comply with SENE and (North Yorkshire Sport) Policies and Procedures.</p> <p>Excellent written and oral communications both internally with Staff and SENE Board. Externally with key partners and stakeholders including senior figures within local, regional and national organisations.</p> <p>Required to undertake a DBS check as part of the organisations safeguarding procedures and safe recruitment practices.</p> <p>Undertake such duties and responsibilities of an equivalent nature, as may be determined from time to time by the SENE Board in conjunction with the post holder.</p>



PERSON SPECIFICATION

Behaviours and attitudes

Essential Statements
My work reflects my purpose
I practice collaborative behaviour
I build and maintain relationships
I thrive working as part of a team, as well as being motivated to work independently
I am adaptable and respond to change and frame this positively
I inspire and motivate others
I practice a growth mindset and seek out opportunities to learn, grow and develop
I am driven by tackling inequalities and speaking up against any forms of discriminatory behaviour
I respect my colleagues and my work environment
I champion the role that sport and physical activity can play in improving outcomes for people and in places
I communicate effectively and appropriately
I use data, insight and learning to drive action
I can accept challenge and criticism and use it to drive learning and development
Self-aware, with strong interpersonal skills to develop productive and strategic working relationships within a range of environments.

Experience and knowledge

Essential Statements	Desirable Statements
I have significant experience and understanding of working within aquatic communities.	I have worked to support the education sector
I can demonstrate how I have influenced senior leaders within club settings	I have planned, delivered and evaluated sports events
I understand how sport and physical activity can be used to drive community cohesion	I have secured funding through applications or developing relationships.
I have experience navigating large and complex organisations, including	I have developed strategies to tackle physical inactivity

gaining access to key stakeholders.	
I have led people and coalitions, with and without formal authority	I understand the sport and physical activity landscape and the social, economic and health benefits it can bring.
I am IT Literate	I have experience of line managing staff
I have experience of forging and maintaining relationships with a range of partners	
I am comfortable leading and contributing to meetings and presenting to audiences large and small, as well as through the media.	

Skills and Qualifications

Essential Statements	Desirable Statements
	I am educated to degree level (or equivalent)
I have obtained qualifications to support my personal development	I have an understanding of the sport and physical activity landscape
I have undertaken mental health awareness/first aid training	I have undertaken management and leadership training
I have undertaken safeguarding children and adults training	I have undertaken first aid training
	I have project management qualifications

Other Requirements

Essential Statements
I am able and willing to work unsociable hours, including evening, weekends and overnight stays (when required)
I have access to transport