

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	

Programmes & Projects	<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>
Organisational Standards	<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>
Finance	<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>
Impact Measurement, learning & Performance	<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>

Management.	<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>
General / Role Specific	<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