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| **Post: Regional Manager** **Salary Range: £32,000 - £34,000****Location: Wakefield****Contract: Full-time Permanent** |

**Disability Sport Yorkshire**

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| Disability Sport Yorkshire is the regional wide co-ordinating body for physical activity and sport for disabled people. As a regional charity, we have been working across Yorkshire for 29 years. In that time, talented staff, professional and passionate trustees and an army of volunteers have made Yorkshire one of the most successful regions in England for disability sport.Together with trusted partners we run a range of development activities, training programmes and events in order to engage disabled people in physical activity and sport.Our work is focused on making Yorkshire the best place for disabled people to:* have access to facilities and activities in their local area.
* take part in physical activity on a regular basis and improve their health and well-being.
* be included in a Yorkshire wide sports sector that is inclusive.

As we recover and rebuild from the pandemic, we are outcomes focused and committed to bringing about change.With over a million disabled people in Yorkshire of whom only 18% are physically active there is still much work to be done. |

**The Post**

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| We are seeking a dynamic and experienced manager with good interpersonal skills to help us rebuild after the pandemic and take our work to the next level. Someone who can develop partnerships with a range of stakeholders to engage, motivate and inspire disabled people improve their wellbeing through physical activity.This is a broad and varied role, that requires a diverse skill set. The responsibilities of the post are to provide strategic leadership, advocate for our work, develop our organisation, our people and build on the successful partnerships already established, whilst also providing operational leadership. Within the operational element of the role, the postholder will manage the financial, physical and people resources of the organisation, and ensure the effectiveness of our organisation and the sustainability of our operation.The successful candidate will have highly developed communication and be able to demonstrate evidence of strategic planning and leadership and experience of managing projects (often complex) and an ability to work on their own initiative. Sound financial management skills are essential in order to meet our financial and regulatory responsibilities. This is a unique opportunity to work with the board of trustees and a small staff team to make a real difference. |

**Key Responsibilities**

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| **Strategy and planning** * Develop, communicate, and implement the DSY strategy in line with the new national direction.
* Ensure the development of DSY as a sustainable charity, adding value and demonstrating impact.

**Leadership and management*** Maintain strong and effective partnership working with key strategic organisations and improve cross sector collaboration.
* Managing a staff team focusing on continuous development of the team, through performance management and inspirational leadership.
* Promote the organisation’s values and aims and demonstrate a commitment to equality and the positive value of diversity.

**Development and partnerships*** Support the work of the development officers in the delivery of opportunities in sport and active recreation for disabled people.
* Work with appropriate agencies to develop joint initiatives in the promotion of inclusive sport.
* Maintain oversight of all projects, ensuring all key objectives are met.

**Finance and Fundraising*** Produce annual budgets, maintain up-to-date accounts with adherence to all financial policies, procedures, and controls.
* Ensure the accounts are audited, and the annual report returns are made to Companies House and the Charity Commission in a timely manner.
* Ensure all the required project evaluation and accounts information is made available to funders to the required deadlines.

**Marketing and Communication*** Develop a marketing and communications plan aimed at raising the profile of DSY.
* Oversee the development of the DSY and Denhale ARC websites, along with the distribution of information through social media and other channels.

**Monitoring and evaluation*** Develop a framework and associated measures for monitoring, evaluating, and reporting impact in the performance of the organisation
* Develop the capacity of the staff team, currently 4 individuals, to record and evidence the outcomes achieved in the delivery of community projects.

**Governance and regulatory requirements*** Ensure all required policies and procedures are in place, in relation to legal and regulatory requirements.
* To maintain oversight of and ensure compliance with key legislation, e.g.: employment law, Charities Act 2016, Companies Act 2006; identifying issues and prepare briefing papers for the Board.
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**Person specification**

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| **Essential Criteria*** Highly developed financial skills and experience
* A high level of IT competence,
* Planning and organisational skills with self-discipline and attention to detail
* Excellent interpersonal skills and experience of managing a staff tea
* Experience of stakeholder management
* Highly developed oral, written and presentation skills
* Proven experience of strategic development working and the ability to embed inclusive practice
* Experience of partnership working
* Ability to work within a policy framework and ensure legal compliance.

**Desirable Criteria*** Work experience in the voluntary, social or healthcare sector and/or the sport and physical activity sector
* Understanding of disability equality issues
* Experience of managing a facility
* Experience of using accounting systems
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**Other Role requirements**

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| Ability to travel independently and the flexibility to work unsocial hours on occasion. |

**How to Apply**

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| To apply please submit:* An up-to-date CV which shows your full career history and achievements in each role. (Maximum 3 sides of A4)
* A supporting statement setting out why you are a good candidate for this post and how your experience will help you fulfil the requirements of the role. Please read the person specifications carefully and highlight how, from your current and previous roles and experience, you meet the stated essential criteria of the role. (Maximum three sides of A4).
* Please supply details of two referees, one of whom should be your current or most recent employer. Please indicate if you would be happy for us to contact them as part of the recruitment process. Referees will not be contacted without prior consent.
* Please note that as we work with vulnerable children and adults, this post is subject to an Enhanced Disclosure and Barring Service check.

Please submit your application to jrussell@disabilitysportyorkshire.orgClosing date: 23 February at 10.00For further details, please contact Judith Russell on the email address above. |

FDSO Ltd operating as Disability Sport Yorkshire

Denhale Active Recreation Centre

Denhale Avenue

Wakefield

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Tel 01924 372382

