

A vibrant, healthy and  
prosperous Yorkshire  
through sport and  
physical activity

# Recruitment Pack

Development Manager  
(Sheffield)

Fixed-term contract  
(maternity cover)

*June 2020*



# Development Manager (Sheffield)

The main headquarters of the Charity is at Morley (Leeds) although a number of posts will be located in local offices with our partners. The post holder is expected to adopt a flexible approach to their work. In this case, the location will be a combination of working from home and Sheffield partner offices due to the current coronavirus pandemic.

**Salary: £31,836 - £36,300**

(plus travel expenses and pension contribution)

## Fixed-term contract

(As this is maternity cover, the exact duration of the contract is unknown but up to a maximum of one year.)

**Are you passionate about making a difference to people's lives through them being more active every day? Can you connect and influence partners from different sectors to collaborate together across Sheffield to enable and encourage people to do this?**

As the Development Manager for Sheffield you will develop, foster and manage relationships in Sheffield and, as an integral member of the Move More Project Team, you will coordinate activity and nurture relationships that result in people being more active, particularly people living with the greatest challenges who will benefit most.

You will join an experienced team at Yorkshire Sport Foundation that is committed to delivering our vision of a vibrant, healthy and prosperous Yorkshire through sport and physical activity.

We'd love to hear from you if you have the following skills and experience:

### **Experience of:**

- Working across organisational boundaries
- Process and project management
- Competent in the facilitation of groups and stakeholder networks
- Test and learn approaches; finding out what works and what doesn't

### **Skills:**

- Excellent communication skills and the ability to forge strong relationships
- Ability to identify areas for improvement and apply constructive challenge
- Able to achieve high quality outcomes within set deadlines
- Ability to co-produce solutions with stakeholders
- The capability to identify opportunities to connect, influence and try something new

### **About us**

Yorkshire Sport Foundation is one of England's largest Active Partnerships with an excellent reputation and track record. Expect to be able to work at the forefront of sport and physical activity development, shaping current thinking and influencing local policy approaches.

You are also welcome to contact James Brown (Director of Local Support and Partnerships) or Rachael Weston (Development Manager, Sheffield) for an informal chat about the role. Contact details can be found on our **Meet the team** page

### **Applications close at 9am, Monday 6 July.**

Interviews will take place week commencing 20 July.

### **Please apply online at:**

<https://yorkshire.sportsuite.co.uk/jobs/6887>

(If you need to discuss alternative methods of application, you can email [jobs@yorkshiresport.org](mailto:jobs@yorkshiresport.org) or call 0330 2020 280)

# Development Manager role

## Additional Information

All of our Development Managers across the organisation are on generic Development Manager Job Descriptions. This allows us to be flexible to our customer's needs, with the ability to respond to changes in funding and organisational priorities.

## About the role

This role exists to support and provide a coordination and development function for, and on behalf of, our local districts and District Activity Partnerships – in this case Sheffield and the Move More Team.

You will be working on behalf of partners in Sheffield to support a collective systems approach to increasing physical activity. You will connect, influence and provide a development function for the multi-agency cross sector partnership group to support innovative approaches to increasing activity levels. The role is jointly funded by Yorkshire Sport Foundation and the National Centre for Sport and Exercise Medicine (NCSEM)\*.

The following points give an outline of the role:

- Strategy and planning – To build on the current work to support a refresh of the Move More Plan and to secure and align stakeholder commitment. This will include leading and facilitating groups and the coordination of actions on behalf of partners.
- Governance – To support the most appropriate high level governance structures, policies and processes as part of the current and future Move More plan and programme.
- Stakeholder engagement – To continue engagement with local people and organisations to ensure their full commitment to the planning and delivery of projects and the overall programme. Operate as a representative of the collective Sheffield Move More partners – building shared behaviours and values.

- Communication – To be a point of contact for the Sheffield Move More team to maintain effective communication links, including the communication of shared learning between similar Partnerships across the region.
- Programme and project management – overarching support for sport and physical activity initiatives within the district. This includes linking with the wider voluntary and community sector and supporting targeted community work.

\*National Centre for Sport and Exercise Medicine (NCSEM)

NCSEM Sheffield is focused on the design, implementation and evaluation of whole-system approaches to increasing physical activity across the population.

At the heart of the project is Move More, an evidence-based, city-wide public health programme, which aims to re-engineer physical activity back into daily life through meaningful changes to the physical and social environment of a city, including communities, schools, workplaces and transport infrastructure.

# About us

Yorkshire Sport Foundation is a high-performing Active Partnership and a Lottery funded charity, supporting organisations across the nine districts of South Yorkshire and West Yorkshire. We want to make activity part of everyone's life.

We believe in the power of activity to change people's lives. Our vision is to create a vibrant, healthy and prosperous Yorkshire through sport and physical activity, supporting the work of local, regional and national organisations.

A quarter of us are inactive – as a charity we work closely with partners to help individuals and communities build healthy habits for life.

Our role is to connect, influence and provide support for sport and physical activity, increasing and improving the many ways people can take part and get active.

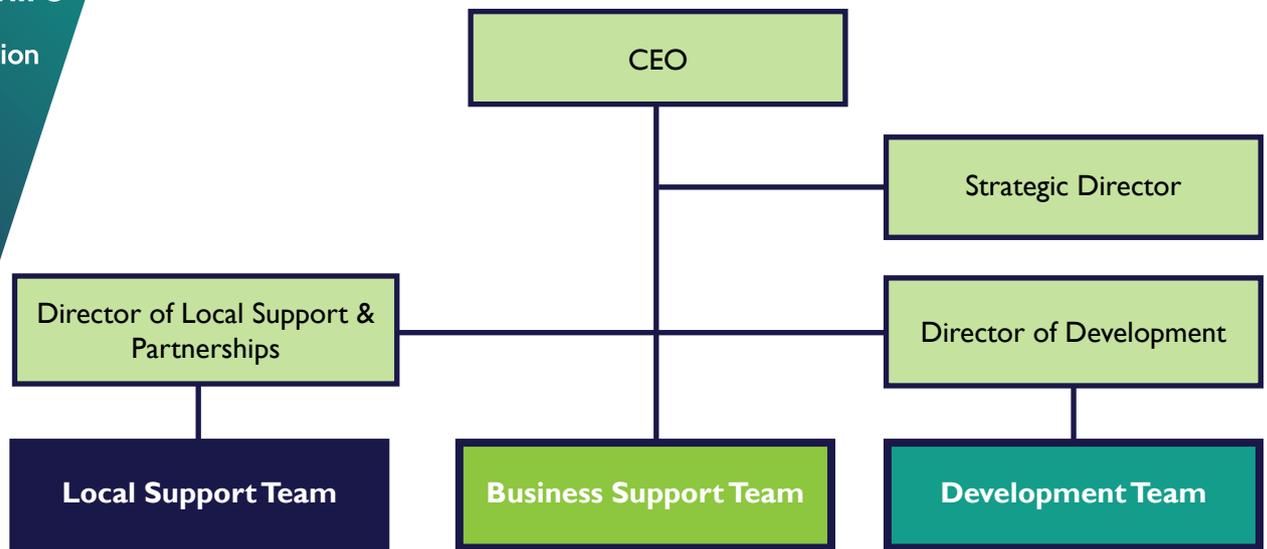
**CONNECT:** We work with the District Activity Partnerships bringing together organisations and communities to plan and create the environment for better delivery.

**INFLUENCE:** We promote the value and provision of activity among major decision making bodies in our area.

**PROVIDE:** Our charitable status and Sport England Lottery funding allows us to identify and fill gaps in provision across the nine districts.

**Find out more at** [www.yorkshiresport.org/about](http://www.yorkshiresport.org/about)

- Aims and values
- What we do
- Read our Impact Report
- Meet the team



## Our Structure

The charity is split into three business units:

The **Local Support** team works in and with the nine local authority districts. Development Managers are assigned to at least one district, with a focus on the development of the District Activity Partnership. Development Officers do their work on the ground, working alongside organisations, clubs and groups to allow more people to be active.

The **Business Support** team provides expertise and guidance in communications and marketing, finance, data and insight, and HR. We also have two Business Support Officers who provide administrative support.

The **Development** team work on broader areas that help to deliver our strategy: Focus communities, Children and Young People, Education and School Sport, Events, and Workforce. The team includes Project Support staff who work on funded projects, such as those in focus communities including Active Burngreave and Active Dearne. These staff range from full-time employees, to those in part-time roles, such as Community Champions.

Our staff tell us Yorkshire Sport Foundation is a great place to work, with 94% saying they felt valued and supported by colleagues.

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## JOB DESCRIPTION

**Post Title:** Development Manager

**Location:** The main headquarters of the Charity is at Morley (Leeds) although a number of posts will be located in local offices with our partners. The post holder is expected to adopt a flexible approach to their work. In this case, the location will be a combination of working from home and Sheffield partner offices due to the current coronavirus pandemic.

**Salary:** £31,836 - £36,300 (plus travel expenses and pension contribution).

### PURPOSE OF POST

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To support and, where appropriate, lead areas of work that will contribute to the delivery of the Yorkshire Sport Foundation Strategy

In broad terms the Manager will be part of either a “Development Team” that will involve leading a specific subject area (such as PE and School Sport, Workforce, Communities) or a “Local Support” team that will support the development and progress of one or two District Activity Partnerships. Whilst the work programme for each job role will differ we require Development Managers to have the general skills to undertake any Development Manager role they are asked to undertake.

### DUTIES AND RESPONSIBILITIES

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- To lead and manage a number of work areas, projects and programmes.
- To identify, create and manage strong relationships with a range of appropriate national, regional and local sporting and non-sporting organisations in line with the development nature of this post.
- To act as a single point of contact for a range of these organisations.
- To lead the management and deployment of resources for these projects and programmes in line with the development nature of this post.
- To lead, where appropriate, the process of gaining and using data, insight and research into sport and physical activity for a range of purposes.
- Contribute to forward planning and the strategic direction of the Charity.

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*Tel: 0330 20 20 280 |*

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*Registered charity in England Wales: 1143654*



- To lead a range of multi-agency forums in relation to specific work areas and / or Districts.
- To represent Yorkshire Sport Foundation on external bodies relevant to specific areas of work.
- To provide line management of Development Officer/s (or equivalent) who may be employed by Yorkshire Sport Foundation from time to time.
- To effectively and efficiently manage specific budgets.
- To develop and implement programmes and interventions that will deliver the aims of the Charity's strategy.
- To seek out and complete funding bids to support the area of work.
- To design and implement projects and initiatives specifically designed to attract income into the Charity.

**The Development Manager will be working within a team to deliver and support projects in relation to the Strategy. The following gives an indication of the range of work that the team will undertake. Each Manager within the team will be responsible for specific areas as part of their work programme. This may change from time to time in response to the needs of our partners and funders.**

- To support and provide a co-ordination and development function for the District Activity Partnerships.
- To act as a single point of contact for National Governing Bodies of sport, assess their needs and put in place support for the delivery of agreed projects from across the Partnership.
- To lead and manage projects in targeted communities through the use of asset-based community development approaches.
- To give support to local authorities in creating more opportunities to participate in sport and physical activity.
- To lead our approach to the support to sports clubs across the area, ensuring a strong network of clubs are in place to offer high quality sport and physical activity provision.
- To lead and implement effective Safeguarding policies and procedures.
- To lead our approach to workforce development, including volunteers, coaches and paid professionals. Developing workforce development strategies, plans and implementing projects and programmes as appropriate

- To lead our work on PE and School Sport, including supporting schools directly as well as managing a range of programmes to support the work area such as those linked to the primary sports premium and national active lives survey.
- Promote funding opportunities across the area and support, where appropriate, specific funding bids and innovative approaches to generating income for a range of partners.
- To lead the planning and implementation of specific national development programmes including for example: Satellite Clubs and School Games.

## MISCELLANEOUS

- To undertake such duties and responsibilities of an equivalent nature, as may be determined by the Chief Executive or Directors from time to time, in conjunction with the post holder.
- The post holder must promote and actively support all the Charity's [policies](#) and in particular the following:
  - Diversity and Inclusion Policy
  - Dignity at Work (Prevention of harassment and bullying policy)
  - Safeguarding Policy
  - Health and Safety Policy

**Responsible to:** Director of Development/Director of Local Support

**Responsible for:** Development Officer (or equivalent) when employed as appropriate

## EMPLOYEE SPECIFICATION

	Criteria	Rank	How identified
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>Relevant experience in a development capacity.</li> </ul>	A	Application form/interview
	<ul style="list-style-type: none"> <li>Experience of leading multi-agency forums, networks and/or meetings to achieve required outcomes with a range of partners.</li> </ul>	A	Application form/interview
	<ul style="list-style-type: none"> <li>Experience of leading development work across traditional boundaries.</li> </ul>	A	Application form/interview
	<ul style="list-style-type: none"> <li>Experience of leading or contributing to policy formation, project and programme management.</li> </ul>	A	Application form/interview
	<ul style="list-style-type: none"> <li>Sound understanding of national and regional sports development structures and processes.</li> </ul>	B	Application form/interview
	<ul style="list-style-type: none"> <li>Proven experience of managing financial resources, including budgeting, monitoring and reconciliation and production of appropriate financial management reports.</li> </ul>	A	Application form/interview

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	<ul style="list-style-type: none"> <li>• Experience of working with people of all levels including community leaders, regional and national governing bodies and local and national politicians.</li> </ul>	B	Application form/interview
	<ul style="list-style-type: none"> <li>• Ability to work unsupervised and to agreed outcomes and targets.</li> </ul>	A	Application form/interview
<b>Knowledge and Education</b>	<ul style="list-style-type: none"> <li>• Evidence of a commitment to ongoing Continuing Professional Development and training.</li> </ul>	A	Application form
	<ul style="list-style-type: none"> <li>• Thorough and in depth knowledge of the landscape that affects sport and physical activity, and the range of organisations and agencies, both sporting and non-sporting, who are involved.</li> </ul>	B	Application form/interview
	<ul style="list-style-type: none"> <li>• Ability to communicate using a wide range of delivery styles in order to ensure an effective message is promoted.</li> </ul>	A	Application form/interview
	<ul style="list-style-type: none"> <li>• Dynamic and communicative officer able to represent the strategy and vision of the Charity to a range of partners, individuals and organisations.</li> </ul>	A	Application form/interview
<b>Skills and attributes</b>	<ul style="list-style-type: none"> <li>• Ability to forge strong relationships with a range of internal and external colleagues and organisations.</li> </ul>	A	Application form/interview

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	<ul style="list-style-type: none"> <li>• Ability to align the interests of a range of partners and individuals in order to ascertain an appropriate way forward.</li> </ul>	A	Application form/interview
	<ul style="list-style-type: none"> <li>• Experience of public speaking/delivery of information in a variety of settings to a wide range of groups and individuals.</li> </ul>	A	Application form/interview
	<ul style="list-style-type: none"> <li>• Natural team worker who will create a positive and creative working environment.</li> </ul>	A	Application form/interview
	<ul style="list-style-type: none"> <li>• Commitment and dedication to 'go the extra mile' in order to deliver quality, sustainable work and achieve optimum outcomes.</li> </ul>	A	Application form/Interview
	<ul style="list-style-type: none"> <li>• Ability to identify issues, strengths, weaknesses and areas for improvement and the drive to ensure that necessary changes are carried through.</li> </ul>	A	Application form/interview
	<ul style="list-style-type: none"> <li>• Ability to handle pressure and achieve high quality outcomes within set deadlines.</li> </ul>	A	Interview
<b>Any additional factors</b>	<ul style="list-style-type: none"> <li>• Knowledge of working with Microsoft Office Professional – including Word, Excel, Powerpoint and Microsoft Outlook</li> </ul>	A	Application form
	<ul style="list-style-type: none"> <li>• Ability to travel independently around West Yorkshire and South Yorkshire</li> </ul>	A	Application form

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	<ul style="list-style-type: none"> <li>Willingness to subscribe to the values of Yorkshire Sport Foundation</li> </ul>	A	Application form/interview
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Please make sure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criteria on your application form. The letters A, B and C in the "Rank" column refer to the importance we will give your answers when we read your applications. You must have all the A's on day one to be able to do the job, you need to have all the B's to do the job but they could be learnt during the induction, and if you have any C criteria this would be an additional bonus.

We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled people. We have tried to do this, but if you have a disability and identify any barriers in the job description or employee specification, please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.

Where criteria are to be identified through the "Interview Process", this may involve written exercises, group discussions, presentations, or other means.

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