

Role Profile

Job Title:	Business Support Co-ordinator – Club and Partner (Active Clubs)
Salary/Banding:	2
Role Holder:	
Department:	Participation
Location:	Northern Ireland
Reporting to:	Northern Ireland Manager

Role Summary:

The overall purpose of this role is to work in partnership with clubs and other delivery partners, volunteers and local organisations to implement/deliver local initiatives that will improve/sustain operations and create capacity to enable participation growth within the sport; and contribute to the delivery of the Local Delivery Plan, aligned to the Club and Partner Development Strategy.

Main Areas of Responsibility:

1. Provide support for the implementation and delivery of participation programmes to enable participation opportunities

Typical Activities:

- Work with the Northern Ireland Manager to deliver support to clubs and partners in line with the Club and Partner Development Plan
- Providing hands-on support to partners to implement and deliver new programmes and initiatives aimed at growing capacity e.g. Satellite Club, New Activity
- Providing hands-on support to partners to implement and deliver new programmes and initiatives aimed improving and sustaining participation e.g. Business Support
- Providing hands on support to new providers to help them establish and grow participation opportunities
- Handling administrative requirement of assigned projects, collating data, forecasting, monitoring and submitting expenditure budgets etc.

Success Measures:

- Number, quality, value, size of projects completed
- Evidence of an increase in sustained participation as a direct result of the projects, programmes and interventions
- Accuracy, value and timely completion of data capture and reports
- Adherence to financial regulations
- Feedback from colleagues/national development managers.

2. Work with the Northern Ireland Manager to create and deliver bespoke local plans to grow participation across a specific local area e.g. Core Cities

Typical Activities:

- Support the development of a plan to grow capacity and participation in a local area (city)
- Coordinate the delivery of resources and tools for the local area
- Working with and supporting local partners regarding the implementation of a local capacity and delivery plan
- Supporting and working with other internal partners who contribute towards this plan e.g. Local Delivery Co-ordinators - Participation

Success Measures:

- Quality and size of the impact delivered
- Accuracy, value and timely completion of resources monitoring and reports
- Evidence of an increase in the number of participants engaged in associated projects
- Evidence of an increase in the number of projects completed
- Feedback from key external partners, schools and the delivery network of national and regional development colleagues.

3. Ensure alignment across other work areas and with external partners to maximise participation growth and other opportunities, including coordinating and contributing to internal and external working groups

Typical Activities:

- Supporting and engaging with the other Participation coordinators and officers; and other colleagues, as appropriate, to ensure an holistic approach is applied to the delivery and integration of Club and Partner Development programmes, projects and interventions across the whole organisation/Participation Department
- Coordinating the activities of specific internal working groups
- Attending and contributing at internal working group meetings
- Effective communication with national and other local delivery staff and external partners, presenting relevant feedback and perspectives
- Identifying, contacting and developing relationships with key external partners e.g. local authorities, CSPs
- Representing BG on external working groups, reporting back on the information/actions/trends etc. and making recommendations where appropriate
- Delivering presentations and informal workshops/sessions on behalf of BG.

Success Measures:

- Value of contribution at steering/working group meetings
- Evidence of sustained attendance at and measurable deliverables from the project groups
- Number and value of relationships developed with key external partners
- Contribution at and outcomes from working groups
- Feedback from key partners/stakeholders and colleagues.

4. Undertake tasks specific to the Active Clubs Programme

Typical Activities:

- Identify and disseminate examples of good practice in the development and delivery of sustainable participation initiatives in a variety of setting and, in particular, for target groups of the Active Clubs programme i.e. 14-25 years, women and girls, areas of high social need.
- Effectively monitor, evaluate and report of programmes and initiatives against KPI's
- Monitor and review budgets for the development and implementation of Active Clubs related programmes, initiatives, training and events.

Success Measures:

- Increased number of participants against target groups
- Achievement of specific project objectives in line with targets set
- Accurate monitoring of budgets

1. Knowledge, Skills and Expertise

This role requires the holder to have an in-depth knowledge of gymnastics clubs and delivery partners (e.g. Leisure Providers and Schools), gymnastics activities, it's infrastructure and people, it's strengths, weaknesses and potential. It also requires the role holder to be very hands-on, facilitating and delivering key initiatives and projects.

In order to be successful the role holder will be required to demonstrate:

- Communication skills for meetings, training sessions and relationship building
- Interpersonal skills for influencing and networking
- IT skills for correspondence and general administration
- A broad knowledge of gymnastics and its disciplines/pathways/regional/national structure
- A good understanding of the process and purpose of sport development, the range of partners and initiatives

- A good understanding of the RDP and the organisations development goals.

There are no specific/pre-requisite qualifications required for the role. However, sport development experience or a qualification in Sport Studies/Development is advantageous.

2. People

This role does not require the holder to formally manage staff, but does include an informal line management responsibility for a wide range of volunteers. The role holder will be required to understand their skills/motivations/availability and support their development and participation.

In addition, this role requires the role holder to build solid working relationships with partners, clubs, leisure providers, schools and club officials within their area.

3. Shaping Direction

This role requires the holder to produce (in conjunction with the line manager) a programme of work, which feeds into the RDP and is aligned to the organisations development goals. The programme will provide guidance on specific projects/initiatives and SMART objectives to work towards on a monthly/quarterly basis.

In order to develop an effective programme of work the role holder will require a comprehensive understanding of both: regional/corporate development plans and local partner strategies, objectives and initiatives.

From this programme the role holder will plan and monitor own workload on a weekly/monthly basis.

4. Developing Solutions

This role requires the holder to analyse and resolve a number of problems/issues on a regular basis, supporting resource requirements for increased capacity and build quality operations within existing clubs; and appropriately handling/communicating with a broad spectrum of individuals with differing personalities and levels of interest/involvement and understanding.

Whilst the role holder works mainly unsupervised, direction, support and assistance with decisions and issues is readily available/accessible from the Northern Ireland Manager.

5. Decision Making

This role requires the holder to make suggestions/recommendations and guide number of stakeholders in relation to key initiatives, the development of clubs and providers, and the perception of BG locally. These suggestions/recommendations will be within a framework of reference being the programme of work, the RDP and the organisations development goals.

6. Communicating

This role will require the holder to inform and obtain information from internal colleagues/departments in a timely and succinct manner, and establish effective and meaningful business relationships with a broad range of external partners and organisations.

For this role to succeed communication and interpersonal skills will be key to informing, consulting and influencing colleagues, volunteers, external partners and organisations on a broad range of issues and will include: running training sessions/taster days; making a meaningful contribution at meetings; supporting club business plans/funding applications and case studies.