

JOB DESCRIPTION

JOB TITLE	Project Lead – Community Stakeholder Engagement
REFERENCE	
REPORTS TO	Get Keep Grow – Strategic Manager
BASED AT	Volleyball England, 3 Oakwood Drive, Loughborough, LE11 3QF

Job Purpose

To lead on the delivery of the Get Keep Grow Stakeholder Engagement plan. Supporting the Get Keep Grow subgroup in their responsibilities towards the Volleyball England strategy 'The Game Plan'.

Key Responsibilities

- To maintain and develop relationships with various partners, stakeholders and third parties who can assist in the development and growth of Volleyball. Specifically, and primarily, this includes providing support for Volleyball Regions and County associations.
- To ensure that we maximise the profile, promotion, and awareness of Regional, County and Club activity including liaising with the Volleyball England Communications team and other stakeholders.
- To coordinate with Volleyball for Life to support the People Plan
- To support Regions, Counties and Clubs to apply for revenue-generating grants and funding opportunities, aligned to the overall strategic direction of the sport.
- To support the growth of junior development within our Regions and County associations.
- To facilitate the Volleyball England regional staff reps to maintain relationships with the nine Regions.
- To support the Get Keep Grow Strategic Manager with the relevant Communities of Practice.
- To ensure the work complies with your organisation's policies, procedures and good governance.
- To work alongside the Get Keep Grow team providing a high level of customer service to all members, Volleyball Regions and County associations and other stakeholders.
- To use insight to measure the progress of the Get Keep Grow Stakeholder Engagement Plan.
- To contribute towards the administration of club development and membership support within Get Keep Grow.

General

- To undertake such additional duties as may reasonably be required by the Get Keep Grow Strategic Manager from time to time in pursuance of the company sport plans in force at the time.
 - This job description is not exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of the changing needs of the company.
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PERSONAL PROFILE

Essential

- 1) Experience of leading staff, volunteers, partners to meet shared objectives through the delivery of projects or events.
- 2) Deliver projects or events within defined budgets and timelines.
- 3) Demonstrate excellent customer service building a strong rapport with key stakeholders, showing understanding of customer's needs and motivations.
- 4) Ability to demonstrate strong interpersonal skills with the ability to maintain effective working relationships and to work on own initiative and as part of a team.
- 5) Ability to demonstrate strong communications skills (written and verbal).
- 6) Quick learner and ability to use initiative to solve problems.
- 7) Proven record in an administration role.
- 8) Use of insight to drive innovation and continuous improvement.
- 9) A high level of computer literacy and effective communication, both verbally and in writing.
- 10) Ability to work evenings and weekends, when required.

Desirable

- 1) Possess a good knowledge of volleyball and any of its disciplines.
- 2) Experience of supporting stakeholders with funding opportunities.

CONTRACTUAL DETAILS

SALARY	£20,000 - £25,000
TENURE	Permanent
ANNUAL PAID HOLIDAY	22 days per year, increasing to 25 days in the second (and subsequent) years of service. 8 Bank/Public Holidays & 2 ¹ / ₂ Privilege Days
HOURS	37.5 Hours Per Week
NOTICE PERIOD	4 weeks

Additional Benefits

- Volleyball England employ a flexible working and TOIL policy for staff.
 - A stakeholder pension scheme.
 - Cycle to work scheme is available.
 - Free parking is available when working at the Volleyball England Hub and National Volleyball Centre.
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