JOB DESCRIPTION

**JOB TITLE**
Young People Manager

**REFERENCE No.**
VBE057

**REPORTS TO**
Participation Director

**DIRECT RESPONSIBILITY FOR**
None

**BASED AT**
Volleyball England, SportPark, Loughborough University, 3 Oakwood Drive, Loughborough, Leicestershire, LE11 3QF

**JOB PURPOSE**

To be the Volleyball England lead on young people development guided by the holistic Let’s Play Volleyball philosophy in all its forms with a particular focus on increasing participation, school and junior competition, leadership and volunteering and volleyball development within the FE and HE sectors. The Young People Manager will ensure the quality and quantity of volleyball deliverers and volleyball clubs meets the demands of all young people and that they gain a positive experience in their involvement in volleyball.

**KEY RESPONSIBILITIES**

*Increase the number of young people participating in high quality volleyball clubs*
- Manage the delivery of the Let’s Play Volleyball (Satellite Clubs) Sport England funded programme.
- Work closely with key internal and external delivery partners to provide strategic guidance in the development of participation opportunities for young people and the successful transition of young people into full club membership.
- Work closely with key internal and external delivery partners to provide strategic guidance in the development of competitive pathways and establishing a national framework that ensures local, regional and national alignment with the Let’s Play Volleyball philosophy.
- Work closely with key internal and external delivery partners to provide strategic guidance in the delivery of youth volunteering initiatives aimed at increasing the number of young people involved in coaching, officiating and club/event coordination.
- Manage the delivery of the Premier League Charity and Sport England funded satellite clubs programme – Premier League 4Sport
- Manage the delivery of the Youth Sport Trust funded after school clubs programme – Change 4Life Sports Clubs

*Increase the number of young people in the FE and HE sectors regularly participating in volleyball activity as players, coaches, officials or volunteers*
- Manage the delivery of the Student Volleyball Sport England funded programme.
- Manage the achievement of outcomes for HE through a voluntary network of Higher Education Volleyball Officers (HEVOs) at a number of identified institutions.
- Work with internal and external partners to develop opportunities for increased participation and volunteering both within and beyond the boundaries of the campus including; club links, competitions, coaching, refereeing and event coordination.
- Establish and Manage relationships with key stakeholders to develop participation opportunities within the FE sector promoting the role of competition, club development and individual development in this process.
• Manage the development and integration of 4play4 volleyball sessions in FE and HE ensuring targets are met for the number of participants engaged in weekly sessions.
• Work with the Membership team to improve the quality of provision within student based clubs through review and development of the existing club accreditation package for FE and HE.

General
• To be responsible for budget planning, delivery, review and management in relation to the Young People elements of the Volleyball England Strategic Plan.
• To manage Volleyball England’s safeguarding policies and procedures ensuring the safeguarding ‘Advanced Standards’ and processes are maintained, implemented and embedded throughout the business.
• Act as national point of contact/relationship manager for Youth Sport Trust (YST), Premier League Charity (PL4S), Child Protection in Sport Unit (CPSU), British Universities Colleges Sports (BUCS), British Colleges Sport (BCS), Association of Colleges (AOC), Sport England Satellite Team, Sport England FE & HE Team.
• Provide strategic direction, governance advice and wider guidance to the Schools and Youth Commission ensuring they have a 4 year delivery plan in place, they review progress against the delivery plan on a quarterly basis, provide appropriate and effective minutes from meetings and that they recruit and deploy appointed/elected officers responsibly and in line with Volleyball England’s Code of Conduct.
## PERSONAL PROFILE

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<tr>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>A working understanding and/or experience of the major external national structures and initiatives that impact on youth sport development i.e. Sports Colleges, HE Institutions, FE Institutions, BCS, BUCS.</td>
<td>Understanding and/or experience of the major internal structures and initiatives that impact on Youth Volleyball Development i.e. Whole Sport Plan, Let’s Play Volleyball, Volley 123, Student Sport etc.</td>
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<td>A working understanding of the major external national structures and initiatives that impact on sport development i.e. County Sports Partnerships, Community Sports Networks, Sports Colleges, School Sports Partnerships, Equity, Child Protection etc.</td>
<td>Understanding of the roles of major UK partners and the interplay between them e.g. YST, SCUK, SE, BST, UKSport, Skills Active etc.</td>
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<td>An ability to plan, initiate and manage change; develop vision, match actions to strategy, monitor and evaluate progress, redirect future strategy/actions</td>
<td>Experience of research based strategic planning and performance management systems</td>
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<td>Proven experience in managing successful projects including responsibility for managing budgets</td>
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<td>An ability to work independently and flexibly, shifting focus between national and local priorities, exercising sound judgement in managing time and selecting work areas where necessary</td>
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<td>An ability to develop effective working relationships with both professional and volunteer staff in a number of diverse teams both within and external to VE</td>
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<td>Good inter-personal, IT and presentation skills</td>
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<td>Seeks continuous personal improvement and professional development</td>
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CONTRACTUAL DETAILS

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>Young People Manager</th>
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<tr>
<td>SALARY</td>
<td>£24,000 - £32,000</td>
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<td>TENURE</td>
<td>Permanent</td>
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<td>ANNUAL PAID HOLIDAY</td>
<td>22 days (pro-rata for part time workers) per year, increasing to 25 days (pro-rata for part time workers) in the second (and subsequent) years of service. 8 Bank/Public Holidays 2½ Privilege Days</td>
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<tr>
<td>HOURS</td>
<td>35 Hours Per Week</td>
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<td>NOTICE PERIOD</td>
<td>8 Weeks</td>
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The post is non-pensionable, however there is provision for a stakeholder pension scheme.

A no-smoking policy is operational in the National Office and VE cars.

Volleyball England has an equity policy and is committed to equal opportunities. The equity policy can be found on www.volleyballengland.org.

Volleyball England is committed to best practice in the care of children and as such this post will be subject to a Criminal Records Bureau check. The child protection policy can be found on www.volleyballengland.org.

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.

Updated July 2013