

| Job Description | Partnerships and Communities Manager |
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| Department | Partnerships and Programmes |
| Reporting to | Partnerships and Programmes Director |
| Responsible for | N/A |
| Salary | £28,000 - £32,000 |
| Hours of work | Full time |
| Location | Manchester |
| Main purpose of role | Responsible for leading the delivery of community based programmes and supporting squash's core players, providers and facilities to optimise opportunities for squash to thrive |
| Main duties and responsibilities | <p>Leadership and Management</p> <ol style="list-style-type: none"> 1. Oversee and evaluate England Squash programmes and campaigns, including: Squash 101, Junior 101, Squash Girls Can, Squash 57 and the university programme 2. Lead the support programme for clubs, county associations and the network of regional and national forums 3. Lead the programme of support for public facilities, including delivery of campaigns and programmes delivered through major leisure operators <p>Content Development</p> <ol style="list-style-type: none"> 4. Working alongside colleagues, contribute to the regular creation and distribution of innovative content using the technology platform 5. Lead the ongoing development and use of the relevant sections of the England Squash website and technology platform <p>Programme Development</p> <ol style="list-style-type: none"> 6. Plan the development, management, delivery and evaluation of programmes and campaigns, to be delivered by partners 7. Regularly review existing programmes and campaigns to ensure they meet the needs of squash's core participants 8. Support the programme and campaign needs across our 3 key facility types (universities, clubs and public facilities) 9. Manage and assess projects and campaigns that support squash's core participants and promote squash opportunities to |

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| | <p>new players. This will include technological advances that connect players in new and innovative ways</p> <p>Partnership Development</p> <ol style="list-style-type: none"> 10. Identify, establish, develop and maintain strategic partnerships with key squash providers; working jointly to create opportunities for squash to thrive 11. Develop, maintain and maximise output from key stakeholders and local partners including Sport England, County Associations, Youth Sport Trust, County Sport Partnerships and a range of community and commercial partners 12. Support the development of a 2-way communication strategy to maximise awareness and implementation of England Squash campaigns, support and programmes as well as best practice from within the core squash community 13. Manage the relationship with Regional Forums and counties to develop the implementation of squash programmes at a local level 14. Lead on a new club support programme <p>Administration and Operations</p> <ol style="list-style-type: none"> 15. Manage the Squash Programmes budget 16. Lead the collation and evaluation of programmes and campaigns 17. Use insight to inform decisions and delivery 18. Contribute to regular reports to Sport England and other partners as required 19. Organise and attend relevant meetings, summits and engagement events as required |
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| COMMUNITY GAME MANAGER PERSON SPECIFICATION | |
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| QUALIFICATIONS | |
| Essential | Desirable |
| <ul style="list-style-type: none"> A full UK driving licence | <ul style="list-style-type: none"> Educated to degree or post-graduate level in a relevant field Evidence of self-driven CPD |
| KNOWLEDGE | |
| Essential | Desirable |

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| <ul style="list-style-type: none"> • A proven track record of success in a relevant field • Has an excellent working knowledge of Microsoft Office i.e. Word, Excel, PowerPoint, Outlook | <ul style="list-style-type: none"> • Knowledge of the sport sector • Financial management and planning • Knowledge of community based squash activities |
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SKILLS

| Essential | Desirable |
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| <ul style="list-style-type: none"> • Ability to work independently and take responsibility for decision-making • Outstanding interpersonal skills, a team player with the ability to encourage support and persuade others • Ability to communicate complex data in terms that are easily understood by a wide range of audiences • Innovative thinking with previous experience in the generation of creative ideas • Project management skills • The ability to engage with and influence partners • Excellent written and verbal communication skills • Ability to prioritise tasks and workloads. • The ability to use and interpret data to analyse trends to support decision making and produce reports | |

EXPERIENCE

| Essential | Desirable |
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| <ul style="list-style-type: none"> • Experience of managing a budget • Experience of developing and implementing innovative ideas and bringing them to life • Experience managing information, ideas and concepts 'upwards' • Experience of setting and monitoring targets | <ul style="list-style-type: none"> • Experience of working within an NGB or similar sporting organisation |

PERSONAL

| Essential | Desirable |
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| <ul style="list-style-type: none">• A team player with a positive, solution-focused approach• Ability to convey an image that is consistent with organisational behaviours, demonstrating qualities, traits and demeanor that commands respect• Flexible and reliable, demonstrates energy, commitment and enthusiasm• Actively identifies new areas for learning whilst regularly creating and taking advantage of opportunities provided by the role• Uses newly acquired knowledge and skills on the job and learns through their application• Seeks and uses feedback to identify appropriate areas for learning• Applies knowledge and skills effectively• Flexible approach to work and able and willing to work outside normal office hours | <ul style="list-style-type: none">• Demonstrates through behaviour the organisational brand values of:<ul style="list-style-type: none">○ Connecting○ Driving○ Adventurous |

This job description is not intended to be regarded as inclusive or exhaustive and will be amended in the light of the changing needs of the organisation.

Recruitment process

- Closing date: Tuesday 22nd August.
- Interviews for shortlisted candidates: Tuesday 5th September

How to apply

Please submit your CV and covering letter to Mark Williams, Director of Partnerships and Programmes at England Squash: mark.williams@englandsquash.com. If you would like to have an informal conversation about the role, please contact Mark on 07747 467873.