

<b>Job Description</b>	<b>Competitions Manager</b>
<b>Reporting to</b>	Senior Management Team
<b>Line management responsibility</b>	Competitions Officer and a small team of external Tournament Organisers
<b>Salary</b>	£28,000 - £34,000 per annum
<b>Hours of work</b>	Full time, permanent
<b>Location</b>	Flexible with attendance at Manchester office as required.
<b>Main purpose of role</b>	<ul style="list-style-type: none"> <li>• Lead and coordinate the day-to-day delivery of England Squash sanctioned competitions, including (but not limited to) junior sanctioned competitions, Inter County Championships (junior, senior and masters), National Schools and National Club Championships</li> <li>• Develop new competitive opportunities aimed at attracting new players from a wide range of backgrounds</li> <li>• Lead and support a diverse team of staff, volunteers, and tournament organisers</li> <li>• Build and maintain excellent relationships with partners and stakeholders</li> </ul>
<b>Main duties and responsibilities</b>	<ul style="list-style-type: none"> <li>• Overall responsibility for England Squash sanctioned competitions, including (but not limited to) junior sanctioned competitions, Inter County Championships (junior, senior and masters), National Schools and National Club Championships</li> <li>• Build, support and maintain effective relationships with internal colleagues, competition delivery partners, tournament organisers, players, and parents</li> <li>• Ensure existing England Squash competitions are well attended, highly valued and delivered within agreed budget and timelines</li> <li>• Manage all aspects of selected competitions software and rankings, including maintaining excellent relationships with service providers</li> <li>• Line manage and support relevant staff, including the Competitions Officer and various contracted roles and volunteers</li> <li>• Develop new competition formats and initiatives that engage a wide range of diverse new participants</li> <li>• Lead the development of engaging content and campaigns to support tournament organisers and other partners</li> <li>• Create and communicate guidance documents</li> <li>• Lead the collation of data and evaluation of projects and campaigns and prepare reports</li> <li>• Collaborate and connect with the squash community to inform decisions and delivery of competitions</li> <li>• Responsible for managing the competitions budget and budgets for individual events and / or campaigns</li> <li>• Organise and attend relevant meetings, forums and events as required</li> </ul>

	<ul style="list-style-type: none"> <li>• Manage relationships with partners responsible for organising/delivering England Squash owned competitions and events, including the Professional Squash Association (PSA)</li> <li>• Liaise with international bodies and other international squad federations as required.</li> <li>• Provide support to the England Squash Safeguarding Team</li> </ul> <p><b>Miscellaneous:</b></p> <ul style="list-style-type: none"> <li>• Perform duties in compliance with our Equal Opportunities Policy and Child Protection and Vulnerable Adults Policy</li> <li>• The health and safety of all staff, volunteers and other personnel is of paramount importance. All duties must be conducted adhering to the requirements of the Health and Safety at Work Act 1974.</li> <li>• To undertake other such duties and responsibilities that the post-holder may, from time to time, be asked to perform by England Squash</li> <li>• Willing and able to work unsocial hours when required. The role may, at times, include some evening and weekend work plus travelling with occasional overnight stays</li> </ul>
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## Recruitment process

### How to apply

Please submit your CV and covering letter, to [steve.jones@englandsquash.com](mailto:steve.jones@englandsquash.com). The letter should outline how you meet the person specification.

All applicants must also complete the England Squash [Equal Opportunities Monitoring Form](#)

**Closing Date:** 5pm on Sunday, 4<sup>th</sup> December 2022.

Interviews for shortlisted candidates will be in the week commencing 12th December 2022.

England Squash is keen to address areas of underrepresentation in its workforce and is passionate about creating an inclusive and diverse workplace. We actively encourage applications from candidates from underrepresented groups with diverse backgrounds and life experiences.

If you would like to have an informal conversation about the role, please contact Mark Williams (CEO), by email at [mark.williams@englandsquash.com](mailto:mark.williams@englandsquash.com)

## Competitions Manager – Person Specification

### QUALIFICATIONS

Essential	Desirable
<ul style="list-style-type: none"> <li>Relevant qualifications that demonstrate ability to perform core duties of the role and /or demonstrable equivalent work experience in a relevant role</li> </ul>	<ul style="list-style-type: none"> <li>Educated to degree level</li> <li>Evidence of self-driven CPD</li> <li>A full UK driving licence and access to a car or access to suitable public transport</li> </ul>

### KNOWLEDGE

Essential	Desirable
<ul style="list-style-type: none"> <li>Excellent knowledge of competition formats used in individual sports</li> <li>Excellent knowledge of competition software used in individual sports</li> <li>Knowledge of the role of a National Governing Body and the wider sport and physical activity sector</li> <li>Knowledge and understanding of issues affecting inclusion in sport</li> <li>Knowledge and understanding of safeguarding requirements in a sporting context</li> </ul>	<ul style="list-style-type: none"> <li>Excellent knowledge of squash and squash competitions at national, regional and local levels</li> <li>Excellent knowledge of the needs and expectations of commercial partners / rights holders</li> <li>Knowledge of disciplinary and complaints procedures</li> <li>An understanding of digital marketing campaigns and content production and communication / sharing</li> </ul>

### SKILLS

Essential	Desirable
<ul style="list-style-type: none"> <li>Outstanding communication skills and the ability to connect effectively with a wide range of different roles and people</li> <li>Highly organised and able to work independently</li> <li>Outstanding people skills: the ability to encourage, support and influence others</li> <li>Project management skills</li> <li>Ability to engage with, and influence, partner organisations, service providers and other stakeholders</li> <li>Excellent written and verbal communication skills</li> <li>The ability to manage a varied administrative work programme and meet deadlines</li> <li>Ability to produce high quality reports</li> </ul>	<ul style="list-style-type: none"> <li>The ability to use and interpret data to analyse trends to support decision making</li> </ul>

<b>EXPERIENCE</b>	
Essential	Desirable
<ul style="list-style-type: none"> <li>• A proven track record of success in a similar role or other highly relevant field</li> <li>• Experience of managing multiple projects simultaneously</li> <li>• Experience in building relationships and working with a range of different partner organisations and individuals</li> <li>• Experience of monitoring and reporting against targets</li> <li>• Experience of working and achieving success in high pressure situations</li> </ul>	<ul style="list-style-type: none"> <li>• A proven track record of success in a similar role within sport and / or squash</li> <li>• Experience of developing and implementing innovative ideas and bringing them to life</li> <li>• Experience with ranking software and processes</li> <li>• Experience of working with commercial partners and competition organisers</li> </ul>
<b>PERSONAL</b>	
Essential	Desirable
<ul style="list-style-type: none"> <li>• A passion for improving inclusion and accessibility</li> <li>• A team player with a proactive, positive, solution-focused approach</li> <li>• Able to work under pressure and to deadlines</li> <li>• Fantastic at supporting customers and dealing with enquiries sensitively and effectively</li> <li>• Flexible, reliable, demonstrates energy, commitment and enthusiasm with a passion for squash</li> <li>• Actively identifies new areas for learning and takes full advantage of opportunities provided by the role</li> <li>• Applies knowledge and brings new ideas and innovations</li> <li>• Flexible approach to work and able and willing to work outside normal office hours when required</li> <li>• Displays an ability to connect, drive, be adventurous and work together</li> </ul>	<ul style="list-style-type: none"> <li>• A passion for helping the environment and taking positive action to combat climate change</li> </ul>

This job description is not intended to be exhaustive and may be amended considering the changing needs of the organisation.