

Job Description	People and Education Manager
Reporting to	Head of Partnerships and Communities
Line management responsibility	People Project Officer
Salary	Manager pay band - £32,126 - £39,634 per annum
Hours of work	Full time, permanent
Location	Flexible with attendance at Manchester office as required OR Manchester
Main purpose of role	<p>People are at the heart of England Squash's ambition to increase participation, nurture talent and enhance diversity. Coaches, officials and volunteers drive squash at all levels of the game.</p> <p>The People and Education Manager will be the driving force behind our people education program, making sure coaches, volunteers and officials get the support and training they need.</p> <p>We're revamping and modernising our coach education pathway, and as People and Education Manager you will spearhead the implementation of this updated pathway, enhancing the way we train people, modernizing our coach education courses and enhancing the diversity of the squash workforce.</p> <p>The People and Education Manager will lead the creation of training that motivates, connects and supports our community of coaches, referees, and volunteers to deliver squash activity across all levels of the game.</p> <p>You'll develop strategic partnerships and drive stronger connections with and amongst coaches and volunteers, creating a thriving community of coaches where more people feel they belong.</p>

Main duties and responsibilities**Operational management**

- Overall responsibility for England Squash's education programme, including coach education, volunteer training, club support and staff training.
- Lead the delivery of the People Plan, including ensuring processes and policies are appropriate, adhered to and regularly reviewed.
- Ensure the England Squash Coach Membership scheme delivers value and helps coaches feel supported and valued.
- Responsibility for managing the budget allocated to education programs, ensuring prudent allocation of resources.
- Provide line management to the People Project Officer and support to other relevant staff members within the England Squash team.
- Ensure that the most appropriate education software is utilised to deliver a great customer experience.
- Lead the collation of data and evaluation of projects and campaigns relating to coaching, education and people and prepare reports for a variety of internal and external stakeholders.
- Organise and attend relevant meetings, forums and events as required.

Education pathway development

- Develop and manage a coach education pathway aimed at inspiring and enabling more individuals to engage in squash activity as coaches, leaders and volunteers.
- Spearhead the creation of new educational courses and resources tailored to support coaches, clubs, volunteers, venues, employees, and other stakeholders.
- Devise programmes and campaigns that promote and inspire the uptake of education courses and training with a focus on enhancing the diversity of the coaching workforce.
- Lead and support projects and campaigns aimed at increasing revenue from education programmes.

Stakeholder engagement

- Build, support and maintain effective relationships with internal colleagues, coach educators and key stakeholders across the squash community.
 - Develop and support a network of tutors and educators to deliver high-quality education and training.
 - Identify and develop relationships with strategic partners to enhance England Squash's coach education programme.
 - Foster collaboration and connection within the squash community, promoting a unified approach towards education and development initiatives.
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	<p>Miscellaneous</p> <ul style="list-style-type: none">• Perform all duties in compliance with our Equal Opportunities Policy and Child Protection and Vulnerable Adults Policy.• 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.• To undertake other such duties and responsibilities that the post- holder may, from time to time, be asked to perform by England Squash.• 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.
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People and Education Manager - Person Specification	
QUALIFICATIONS	
Essential	Desirable
<ul style="list-style-type: none"> Relevant qualifications that demonstrate ability to perform core duties of the role and/or demonstrable equivalent work experience in a relevant role 	<ul style="list-style-type: none"> Educated to degree level Evidence of self-driven CPD A full UK driving license and access to a car or access to suitable public transport
KNOWLEDGE	
Essential	Desirable
<ul style="list-style-type: none"> Excellent knowledge of developing people and supporting coaches and volunteers in a variety of roles Excellent understanding of coaching and coach education Knowledge of club development in sport Knowledge of the role of a National Governing Body and the wider sport and physical activity sector Knowledge and understanding of issues affecting inclusion in sport Knowledge and understanding of safeguarding requirements in a sporting context Familiarity with educational software and digital platforms 	<ul style="list-style-type: none"> Knowledge of squash at national, regional and local levels Knowledge of the needs and expectations of commercial partners An understanding of digital marketing campaigns, content production and communication / sharing
SKILLS	
Essential	Desirable
<ul style="list-style-type: none"> Outstanding written and verbal communication skills and the ability to connect effectively with different audiences Strong leadership skills with the ability to inspire and motivate teams and individuals Highly organised and able to work both independently and as part of a team Ability to build excellent relationships with partner organisations, internal colleagues, coach educators and key stakeholders Ability to use and interpret data to analyse trends to support decision making and produce high quality reports Able to use online platforms including Learning Management Systems and Virtual Learning Environments 	

EXPERIENCE	
Essential	Desirable
<ul style="list-style-type: none"> • A proven track record of success in a similar role or other relevant field • Experience of managing multiple projects simultaneously • Experience in building relationships and working with a range of different partner organisations and individuals • Experience of monitoring and reporting against targets • Experience of working and achieving success and meeting deadlines in high pressure situations • Experience of developing and implementing innovative ideas and bringing them to life 	<ul style="list-style-type: none"> • A proven track record of success in a similar role in sport • Line management experience
PERSONAL	
Essential	Desirable
<ul style="list-style-type: none"> • A passion for improving inclusion and accessibility • A team player with a proactive, positive, solution-focused approach • Fantastic at supporting customers and dealing with enquiries sensitively and effectively • Flexible, reliable, demonstrates energy, commitment and enthusiasm • Flexible approach to work and able and willing to work outside normal office hours when required and travel when required 	<ul style="list-style-type: none"> • Actively identifies new areas for learning and takes full advantage of opportunities provided by the role

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

How to apply

1. Please submit your CV and covering letter outlining how you meet the person specification, to participation@englandsquash.com.
2. Complete the [Equal Opportunities Monitoring Form](#).

Closing Date: Friday 31st May at 5pm

Interviews for shortlisted candidates will be in the week commencing 10th June.

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 Jo Rowbottom, Head of Partnerships and Communities: joanna.rowbottom@englandsquash.com
