**STREETGAMES JOB DESCRIPTION**

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| **StreetGames UK** | **Region: London & South East** |
| **Job Title: London Community Development Manager** | **Grade/Salary Range: PO1: £35,696 – 38,470** |
| **Responsible to: Area Director** |

**StreetGames London & South East**

**Community Development Manager | Objectives**

The Community Development Manager leads on all network facing roles for the London and South East region including responsibility for:

**Network Gathering Events** to be delivered regularly throughout the year for the whole region. Events to be focussed on specific themes such as Mental Health and should be delivered in partnership with other sector leads.

***Success is measured by no. of events, attendance levels, distribution data, feedback and other event outcomes.***

**Network Development** through individual contact with LTOs, completing development toolkits, and facilitating partnership meetings. This will involve working with the training lead to address workforce development needs, working with the Partnership Sustainability Lead(s) to address fundraising gaps, making referrals into other StreetGames colleagues, and supporting contractors (DSA’s) to deliver the StreetGames offer of support.

***Success is measured by no. of contacts, no. of completed development toolkits, no. of partnership meetings, training and sustainability KPI’s, DSA feedback, LTO feedback and other development outcomes.***

**Network Communications** to keep the network informed on breaking news, funding, monthly updates, impact reports, insight and the celebration of network members. This is delivered via Campaign Monitor mail outs, the @streetgameslondon Instagram account, content for the StreetGames website and other more targeted communications where necessary.

***Success is measured by no. of communications, campaign monitor insights Instagram engagement, no. of reports, no. of case studies and other communication outcomes.***

**Network Growth** by attracting and inducting new network members, diversifying network membership and supporting the Area Director with strategic partnership development including with sector partners, local authorities, NGB’s and corporate partners.

***Success is measured by no. of new network members, geographical coverage of network members, strategic partner engagement, no. of strategic partnership projects and other network growth outcomes.***

**Contract Delivery** by overseeing the rollout, delivery, evaluation and reporting for key contracts.

***Success is measured by the contract delivery outcomes and outputs, no. of new contracts, no. of impact reports and other contract delivery outcomes.***

***END GAME: MORE YOUNG PEOPLE PLAYING SPORT.***

**Internal Relationships & CPD** to develop efficient collaboration across the regional staff team, to develop stronger links with national colleagues and to address individual and team development objectives through1:1s, meetings and training sessions.

***Success is measured by staff satisfaction, connectivity with other regions and the central team and no. of training opportunities.***

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| **Job Purpose:** **Support and Strengthen Locally Trusted Organisations in the StreetGames Network to utilise the Power of Doorstep Sport to get Young People from underserved communities to be more active, healthier, safer and more successful.**  |
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| The post holder will manage all aspects of supporting the StreetGames network across London, Kent, Surrey & Sussex. They will provide expert support, guidance and advice to the Network and ensuring that they have access to the appropriate range of services to grow and improve their doorstep sport provision and their overall organisation.The role will involve development and implementation work across the areas of neighbourhood sport, place-based community development, equity and training and will involve working with local and regional partners. The role will involve building the capacity and capability of the StreetGames network so more young people can access life-enhancing Doorstep Sport.The post holder will lead on the overall Sport 4 Good cluster development programme by building and developing relationships with StreetGames organisations and other local and pan-London partners. The geographical location that the community development manager will manage and oversee will be London and Kent mainly, but with some oversight for small pockets in Surrey & Sussex too.Part of the role will be supporting the sustainability lead to identify investment opportunities for StreetGames & the network so we can continue to grow and be involved in bigger and better Doorstep Sport delivery.Another big part of the role will be to lead on our communication with the network, as well as our impact measurement and learning. |

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| **Designation of post & position within team structure** |
| Working closely with the Area Director, Sustainability Lead & Community Safety Manager, but also line managing, supporting and developing the Doorstep Sport Adviser / contractor team. The role will also involve ensuring that the StreetGames network are able to access the StreetGames Training Academy offer from our regional workforce lead. |
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| **Main Duties & Responsibilities** |
| 1. To co-ordinate and provide expert development support to the StreetGames network delivery organisations through in-person, cluster meetings, telephone and written contact, regional updates and correspondence.
2. To oversee the successful delivery of any contracts that StreetGames win independently, or in collaboration with the network or strategic partners.

2. To undertake needs assessments and help produce associated development and local delivery plans for London based projects individually & Sport 4 Good clusters collaboratively.3. To develop positive working relationships and ensure new local delivery organisations are engaged with the London StreetGames Sport 4 Good cluster network. 4. To develop positive on-going relationships with key local, regional and national partners operating in London and the South East that will enhance, support and sustain the work of the Sport 4 Good StreetGames network.5. To support other members of the London & South East team to grow and develop the presence and reputation of StreetGames & our Sport 4 Good clusters across London & the South East.6. To play a lead role in the evaluation and evidencing impact of the London Sport 4 Good network and associated Doorstep Sport interventions, ensuring appropriate monitoring systems are in place so the StreetGames network can continue to thrive and change lives through sport.7. To play a lead role coordinating the London & South East Fit and Fed campaign throughout the year but especially during the school holidays; ensuring the StreetGames network have the means and the investment wherever possible to tackle holiday hunger.8. Contribute to the development of the other Sport 4 Good programmes such as mental health, volunteering and Us Girls programmes.9. Support the coordination and delivery of the StreetGames Training Academy across London & Kent, Sussex & Surrey.10. Build and grow relationships with London & SE Housing Associations to unlock potential investment to support the sustainability of Doorstep Sport provision in our priority cluster areas and beyond.11. To support the London & South East cluster network with fundraising plans and bid writing.12. To support the development of the National Fieldworker Group sharing best practice, supporting colleagues and growing effectiveness and accountability through the regions. |
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| **GENERAL DUTIES** |
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| 1. To adhere to existing working practices, methods, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems. 2. It will be necessary to work with information technology and associated systems in accordance with StreetGames policies. 3. To co-operate with StreetGames in complying with relevant health and safety legislation, policies and procedures in the performance of the duties of the post. 4. To carry out the duties and responsibilities of the post in compliance with the StreetGames equity and safeguarding policy. 5. To maintain confidentiality and observe data protection and associated guidelines where appropriate. 6. To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post. 7. To work collaboratively across the organisation in keeping with the StreetGames culture and values.  |

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| **SCOPE OF ROLE (Budgetary/Resource Control, Impact)** |
| **The post holder will have some responsibilities for delivery budgets, and line management responsibilities of DSAs.****The post holder will also be the lead on some of the StreetGames development programmes such as: - Fit and Fed & HAF - Sport 4 Good Cluster Development**  **- Training Academy Development - Us Girls**  |
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**PERSON SPECIFICATION**

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| **Qualifications, Education & Professional Training** |
|  1. Educated to degree level **OR** able to demonstrate a level of operation and understanding consistent with degree level. 2. Evidence of continuing professional development and training 3. Level 3 Award in Education and Training (formally Preparing to Teach in the Lifelong Learning Sector) or other equivalent tutoring qualification. Or be willing to undertake this training course.  |
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| **EXPERIENCE** |
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| 1. Experience of delivering sport in underserved areas. 2. Experience of providing face-to-face support to a network of local organisations. 3. Experience of project management 4. Experienced administrator and organiser. 5. Experience of evidencing impact by collecting relevant evidence, feedback & monitoring data to review the effectiveness of projects.6. Experience of working with National Governing Bodies.7. Experience of communications to partners and networks.7. Experience of co-ordinating and/or delivering training.8. Experience of bid writing & fundraising for community organisations.9. Experience of sustaining community sports provision.10. Experience of developing and building important local and regional relationships with partners. |

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| **SKILLS & ABILITIES**  |
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| 1. Good verbal communication skills for presenting, questioning, facilitating discussion and providing clear instructions. 2. Strong people management skills with the ability to form productive working relationships with new partners. 3. Able to employ a facilitative style with team members and partners in keeping with the culture of the organisation. 4. Excellent customer service skills 5. Excellent administration and organisation skills. 6. IT proficient with the ability to use all Microsoft Office packages. 7. Excellent written communication skills for producing reports and case studies. 8. Able to prioritise own workload and be self-motivated. 9. Excellent teamwork skills with the ability to manage team members and play a role in a team. 10. Able to present a professional image of the organisation with external partners.  |

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| **WORK RELATED PERSONAL REQUIREMENTS** |
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| 1. Commitment to equality and diversity at all times; both in and outside of the organisation.2. This post will be subject to an enhanced Disclosure and Barring check. 3. The post holder must be able to and willing to travel and ideally have use of a vehicle for work purposes. 4. The post holder may be expected to stay away for work purposes from time to time (to be negotiated with line manager). |

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