

Partnership & Workforce Manager

Job Description

Job Title	Partnership & Workforce Manager
Salary	£28,000 - 30,000 dependent on skills and experience
Hours	37.5 hours per week (will include some evenings, weekends and public holidays as required)

Accountable to Head of Sport and Physical Activity

Location Stoke Mandeville Stadium (free parking). Office based or Hybrid working – Home based option to be discussed. Expected to come to office during first week of employment, thereafter two days per week.

Primary Purpose To build effective relationships with stakeholders that contribute to increasing the number of opportunities for disabled people to take part in sport and physical activity and lead healthy active lives.

Key Duties

Identify, build and maintain excellent relationships with key partners and stakeholders (to include National Governing Bodies of Sport (NGBs), Active Partnerships, Disabled People Organisations, WheelPower Member Sports, National Disability Sport Organisations, education establishments and health care professionals) to deliver WheelPower's strategic targets with a primary focus on increasing participation in sport and physical activity as part of the Uniting the Movement strategy from Sport England. Lead on the WheelPower workforce programme with the aim of increasing the number of coaches competent to deliver wheelchair sport.

Key Accountabilities and Responsibilities

- To identify partners that can support delivery of WheelPower strategy and develop and manage an ongoing relationship with those partners that maximises delivery of strategic targets
- Support the Head of Sport & Physical Activity to implement the WheelPower sports delivery plan
- Maximise participation levels through effective support, advice and guidance to key partners
- Develop relationships with UK Sport and NGBs to understand respective expectations, strategies, and development plans
- Influence NGBs for better provision of participation and development for wheelchair users
- Build links with education sports delivery, via Youth Sports Trust to deliver real improvements in Physical Education for wheelchair users
- Facilitate access to services and products for key partners and stakeholders to deliver WheelPower's strategic objectives
- Maintain an up-to-date understanding of relevant research and customer needs, and embed customer insight in delivery across all partners

- Maximise data collection with partners and stakeholders through effective use of WheelPower platforms and CRM system
- Contribute to the development of national strategy by undertaking local projects determined by geographical need
- Work with Sport Events and Development Officer to identify NGBs to deliver at WheelPower events
- Assist with organisation of events and exhibitions, and attend as and when required
- Manage and train volunteer workforce for WheelPower sport events
- Lead on the organisation and delivery of WheelPower's Engaging Wheelchair Participants in Sport online training course
- Manage the Player to Coach fund with the aim of increasing the number of wheelchair users as coaches

Qualifications and Experience

- Knowledge of the disability sector
- At least two year's sports development experience
- Ability to communicate effectively with a range of stakeholders
- Experience building and nurturing strong relationships
- Excellent oral and visual presentation and communication skills
- Organised, methodical, calm and detail orientated
- Ability to use own initiative to structure this new role
- Experience of monitoring and evaluating programmes
- Experience of working with external organisations at a local, regional and national level

Skills and Abilities

- Knowledge of the current sports development landscape and key partners
- Demonstrable understanding of current issues in the promotion and development of disability sport
- Excellent planning and organisational skills with the ability to prioritise workloads and manage time efficiently
- Good understanding of safeguarding, health and safety and sports equity principles, policies and procedures
- Customer-centric approach with high standards and attention to detail
- Good interpersonal, oral and written communication skills
- Takes personal responsibility for ensuring the job gets done, and also comfortable asking for help whenever required
- Intermediate knowledge and experience of working with Office 365 and CRM systems
- The willingness and ability to work some evenings and weekends as needed to deliver events programme

Supplementary Requirements and Information

- This post is subject to an Enhanced Disclosure check via the Disclosure Barring Service.

- This post holder will need to have access to their own vehicle, hold business car insurance and be willing to use own transport for national travel.
- WheelPower is open, inspiring, forward looking and innovative.
- This document may change overtime with the needs of the organisation.
- WheelPower is a Disability Confident employer. We guarantee to interview all disabled applicants who meet the minimum criteria for the vacancy. Please let us know if you require any reasonable adjustments at any stage of the recruitment process.