



Inspired by Sport Foundation –Regional Manager

June 2009

Dear Applicant,

Thank you for expressing an interest in the role of Regional Manager for the Inspired by Sport Foundation. The Foundation, set up by Sir Keith Mills, was inspired by the commitment made in Britain's Olympic bid to use the 2012 Olympic Games to improve the lives of young people. The Foundation has a clear and ambitious vision to expand community sport significantly as a means of transforming the lives of disadvantaged young people.

This is a new Foundation so, working alongside the General Manager, you will help us to set up and implement one of three pilot programmes to deliver our newly agreed strategy. We will work with the voluntary and community sector organisations which use sport as a vehicle for personal development and community-based outcomes and through membership to our organisation, those providers will be able to access funding and a number of capacity building services. We recognise that many of the organisations that are great at delivering sport to young people would benefit from support on the business side of their activity, and we want to provide that, along with funding, to ensure they are operating to the maximum of their potential.

We are looking for 3 motivated individuals who can be the face of the Foundation in London, Cornwall and the West Midlands (focusing initially on Coventry), building relationships and delivering services to local sports providers and helping to build the profile and network of the Foundation.

If you think you have the experience and skills to set up and run the Foundation's services, we would be very interested to hear from you.

Yours faithfully

Jo Stocks
General Manager

Background Information

A new foundation has been established by Sir Keith Mills with the principal objective of funding projects and programmes designed to use sport to improve the lives of disadvantaged young people in the UK.

The Foundation is specifically interested in supporting community and voluntary sector organisations that use sport as a vehicle for personal and community development, rather than those which promote particular sports or look for elite players. These projects do not form part of the school or club structure and range from third sector organisations to community based groups and inspirational individuals.

Whilst these organisations are often very successful at engaging disadvantaged young people and in delivering sport, many do not have the funding, resources and business expertise they need to operate at their full potential, and may not belong to a wider support network.

The Foundation will provide operational and financial resources to community sports organisations, building their business expertise and sustainability, to enable them to operate at the maximum of their potential and to reach and improve the lives of more young people than ever before.

The Foundation is a UK registered charity and is governed by a Board of 6 Trustees.

Foundation Initiatives

To achieve its aims, the Foundation will set up and operate the following initiatives:

Membership

The Foundation will create a web-based membership organisation to bring as many providers as possible together as members of a community sport umbrella organisation, giving them the opportunity to be part of something national, recognisable and credible. Members will access a number of capacity building services and will be able to use the logo / kitemark of the organisation in funding bids to show that they operate professionally and efficiently.

Capacity Building

The Foundation will provide a number of capacity building services for its members:

- **Project Funding.**
Funding will be available from the Foundation. Un-solicited applications will generally not be accepted but organisations with whom the Foundation is working on a general capacity building level will be eligible to apply. Applications will be submitted to the Foundation through the Regional Manager who will also work with beneficiary organisations on securing other funding.
- **Mentoring Programme.**
A Regional Manager and a network of volunteer mentors will work directly with providers of community sport to help them to build the business skills they need to run a professional project. This will include advice on governance, policies and procedures, financial management, press and PR, business planning, monitoring and evaluation.
- **Web-Based Capacity Building Services.**
A portfolio of web-based capacity building guides will be available for members, to be used on an ongoing basis and to back up the one-to-one support offered.

In 2009, the Foundation will pilot its services in three regions of the UK, with a view to rolling out its services further in 2010 and 2011.

Case Study: Jump Start Foundation

Kate Wilson set up the Paignton Panthers Football Team during her time as a resident at the Paignton Foyer. Although initially set up as a pure football project, the Team grew to being used as a forum for its members to seek advice on life skills and career development and also provided a framework for a code of conduct that homeless and unemployed young people could use in their everyday lives.

Off the back of this experience, Kate set up *Jump Start*, a seven week programme which supports 16-25 year olds who are unemployed, homeless or temporarily housed, using football, fitness and classroom activities as tools for social and personal development. The programme supports participants' progression into education, employment or training as well as creating engaged citizens.

Kate's skill is in delivery of the programme and engaging with the young people who take part, however she has struggled with the business side of *Jump Start*. The Foundation has provided her with seed funding for the project, as well as one-to-one support on setting *Jump Start* up as a charity, understanding tax and insurance, becoming an employer and putting all of the necessary policies and procedures in place. *Jump Start* is now well placed to be safe, professional and sustainable.

Job Description

Reports to: General Manager (London based)

Management Responsibility: Volunteer Mentors

Main Relationships: Community sports providers
Trustees
Local and national partner organisations
Local government

Main Purpose of Job: To establish and manage the Foundation's services in your region. In the first instance this will involve mapping sport provision in the area and assessing the needs of community sport providers.

Subsequently the Regional Manager will attract membership to the organisation and will provide capacity building services and funding to those members, both in person and through overseeing a network of volunteer business mentors.

Scope of the Job / Principal Duties

Regional Networking:

- Carry out initial assessment of sports provision and activity in the region. As well as community sports provision, map out potential partners, funders and existing networks.
- Identify a number of projects that fit the Foundation's criteria and are in most need of its support.
- Local networking and relationship building - foster and manage relationships with regional stakeholders. Attend external meetings and networking events and build the profile of the Foundation in the region.

Funding:

- Manage the Foundation's regional grant making processes.
 - Approval of bids prior to submission to Trustee Board.
 - Ongoing monitoring of grants and progress against stated aims.
- Audit and ongoing monitoring of available local funding.
 - Foster relationships with potential local funders.
 - Bring organisations together on joint bids where appropriate.
- General fundraising support to agencies:
 - Advice on local funding opportunities.
 - Assistance with bid writing and submission.
 - Link to possible match funding schemes.

Deliver Capacity Building Services:

- Provide bespoke one to one support to community sport agencies, according to their need. This support will include advice on governance, business planning, financial management, policies and procedures, HR, monitoring and evaluation.
 - Make initial contact and carry out assessment of each project.
 - Prepare brief on project requirements and either work directly with that project or allocate a business mentor with specific skills.
 - Assist with preparing documents, ie policy documents, financial statements, funding applications.
 - Use the Foundation's web-based services as support.
 - Signpost to expert agencies link up organisations with other relevant networks.
- Deliver regional training and workshops for user groups.

Staff Management:

- Recruit a team of volunteer business mentors who will be deployed to community sport agencies following initial assessment and action planning by the Regional Manager.
- Training, management and ongoing support of the team of mentors.

Organisational Development:

- Work with the General Manager to inform both regional and national strategy and organisational development.
- Share best practice with other Regional Managers.

Person Specification:

Part 1: Knowledge and Experience

Essential

- 3 years experience in the voluntary or community sectors.
- Significant experience of organisational or departmental management and development.
- An understanding of all of the elements of organisational management in the third sector, including governance, business planning, financial management, policies and procedures, monitoring and evaluation.
- Experience of the funding environment, either as a fundraiser or a grant maker.
- Experience of initiating and managing multiple relationships and partnerships.
- Recruitment and management of paid staff or volunteers.
- Delivering training in a range of areas.

Desirable

- Experience in and understanding of the sport sector, specifically of the role sport can play in a social context.
- Understanding of issues facing small community groups.
- Local knowledge and network.

Part 2: Skills and Attributes

- As a remote worker, the ability to manage and prioritise own workload.
- Strong verbal and written communication skills.
- Strong organisational and business management skills.
- Personal authority to establish credibility with key stakeholders, and diplomatic and sensitive when dealing with a range of people.
- The flexibility to get involved with development of a new organisation and adapt to a changing environment.
- IT skills.
- Commitment to the aims of the Foundation.

Part 3: Personal Circumstances:

- Able and willing to work outside office hours, as required.
- Willing to travel to regional and national meetings.
- Full driving license and access to a car.
- Able to work at home for first period of employment, prior to office space being secured.

Recruitment Package and Timetable

Salary: £28,000 - £30,000 Cornwall and West Midlands

£32,000 - £35,000 London

Benefits: 25 days holiday p/a in addition to statutory bank holidays.

Location: Flexible: Work from home prior to securing local office space.

Hours: 37.5 hours per week. There will be an expectation to work some evenings and weekends and time in lieu will be offered for anti-social hours.

Duration: Permanent.

Stage	Timescale
Closing date for applications	26 June 2009
Long-Listing meeting	29 June 2009
First interviews (London)	w/c 6 July 2009
Possible second interviews	w/c 13 July 2009
Role commences	Mid September 2009

To apply for this role, please send your CV with a 2 page covering letter, to:

Jo Stocks
Inspired by Sport Foundation
78 Pall Mall
London
SW1Y 5ES

OR

j.stocks@inspiredbysport.org

Please reference the following in your letter:

London – RM01
Cornwall – RM02
West Midlands – RM03