

Job Description	Partnerships and Communities Officer
Department	Partnerships and Programmes.
Reporting to	Head of Partnerships and Communities.
Responsible for	N/A.
Salary	£24,000 - £28,000 per annum
Hours of work	Full time, permanent.
Location	Flexible with regular attendance at Manchester office required.
Main purpose of role	<ul style="list-style-type: none"> • Build and maintain relationships with delivery partners and stakeholders including county associations, clubs and leisure operators. • Lead and support projects and campaigns aimed at increasing participation and attracting new and diverse audiences. • Coordinate the day-to-day delivery of England Squash participation programmes, campaigns and other projects.
Main duties and responsibilities	<ul style="list-style-type: none"> • Support and engage squash clubs / venues, coaches and county associations to deliver participation programmes Squash 101, Squash Girls Can, Squash 57 and Junior 101. • Lead and support specific projects aimed at increasing participation, with a particular focus on inclusion and diversity. • Build and maintain effective relationships between stakeholders and partners such as: county associations, clubs, leisure operators and other delivery partners. • Coordinate an ongoing programme of club / venue support. • Maintain and develop relationships with new partners to create opportunities for new communities to engage in squash activities. • Manage and deliver the England Squash Awards. • Work alongside colleagues to contribute to the creation and distribution of innovative content and campaigns. • Create content and guidance documents, prepare emails and newsletters and update web pages and social media. • Organise the distribution of kit / grants / incentives. • Lead the collation of data and evaluation of projects and campaigns and prepare regular reports. • Use insight to inform decisions and delivery.

	<ul style="list-style-type: none"> Organise and attend relevant meetings, summits and engagement events as required. <p>Miscellaneous</p> <ol style="list-style-type: none"> The post holder's duties must at all times be carried out in compliance with our Equal Opportunities Policy and Child Protection and Vulnerable Groups Policy. Ensure the health and safety of all staff, volunteers, personnel and resources within the post-holder's duties and personal responsibilities adhere 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 directed to perform by England Squash. Willing and able to work unsocial hours. The role may, at times, include some evening and weekend work plus travelling with occasional overnight stays.
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Recruitment process

How to apply

Please submit your CV and covering letter, outlining how you meet the person specification, to participation@englandsquash.com.

Complete the [Equal Opportunities Monitoring Form](#).

Closing Date: Sunday 7th November 2021

Interviews for shortlisted candidates: Week commencing 15th November 2021

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, by email: joanna.rowbottom@englandsquash.com or phone: 0787 8477 061

PARTNERSHIPS AND COMMUNITIES OFFICER PERSON SPECIFICATION

QUALIFICATIONS

Essential	Desirable
<ul style="list-style-type: none">Educated to degree or post-graduate level in a relevant field or with demonstrable equivalent work experience	<ul style="list-style-type: none">Evidence of self-driven CPDA full UK driving licence

KNOWLEDGE

Essential	Desirable
<ul style="list-style-type: none">Good knowledge of community / club-based sportKnowledge of the role of a National Governing Body and the wider sport and physical activity sectorAn understanding of the issues and challenges around engaging a more diverse audience in sportAn excellent working knowledge of Microsoft Office i.e. Word, Excel, PowerPoint, Outlook	<ul style="list-style-type: none">An understanding of digital marketing campaigns

SKILLS

Essential	Desirable
<ul style="list-style-type: none">Highly organisedAbility to work independentlyOutstanding interpersonal skills, the ability to encourage, support and influence othersProject coordination skillsAbility to communicate to a wide range of audiencesThe ability to engage with and influence partners and stakeholdersExcellent written and verbal communication skillsThe ability to manage a varied administrative work programme to required deadlinesAbility to produce high quality reports	<ul style="list-style-type: none">The ability to use and interpret data to analyse trends to support decision makingInnovative thinking with demonstrable experience of implementing creative ideas

EXPERIENCE	
Essential	Desirable
<ul style="list-style-type: none"> • A proven track record of success in a similar role or other relevant field • Project coordination • Experience of working across multiple projects simultaneously • Experience in building relationships and working with a range of partner organisations • Experience of monitoring and reporting against targets • Experience of working with community groups (e.g. sports clubs) and volunteers • Experience of tackling inequalities to engage a more diverse audience in sport and /or physical activity 	<ul style="list-style-type: none"> • Project management • Experience of developing and implementing innovative ideas and bringing them to life
PERSONAL	
Essential	Desirable
<ul style="list-style-type: none"> • A team player with a proactive, positive, solution-focused approach • Flexible and reliable, demonstrates energy, commitment and enthusiasm • Actively identifies new areas for learning whilst regularly creating and taking advantage of opportunities provided by the role • Uses feedback to identify appropriate areas for development • Applies knowledge or skill and brings new ideas and innovation • Flexible approach to work and able and willing to work outside normal office hours when required • Displays an ability to connect, drive, be adventurous and work together 	

This job description is not intended to be regarded as inclusive or exhaustive and will be amended in the light of the changing needs of the organisation.