



<b>Title</b>	Workforce Development Manager
<b>Employer</b>	British Universities & Colleges Sport (BUCS)
<b>Business Area</b>	Development
<b>Manager</b>	Head of Development
<b>Contract</b>	12-month fixed term role

## **JOB DESCRIPTION**

### **Main purpose**

This is an externally Sport England funded role through Our Parks, London's fastest growing outdoor exercise company that solely targets inactivity through outdoor exercise classes. The purpose of this role is to develop the Coach Parker programme within higher education and manage the wider BUCS Professional Workforce Development strategy.

The Coach Parker programme is based on an accredited training course targeting students from non-sports or sports education backgrounds to gain a fitness qualification to be able to deliver Our Parks sessions on campus and in the local community.

The focus on the BUCS Professional Workforce Development strategy will be driven towards the delivery of the BUCS Student Leadership Programme; Member Engagement events; and working with members and external bodies to identify relevant professional development opportunities.

### **Main duties and responsibilities**

- Work in collaboration with Our Parks to monitor and evaluate outcomes against key KPIs of the Coach Parker programme; linked to number of local delivery centres, qualified tutors and coaches, number of sessions and participants.
- Work in partnership with UK Coaching to create higher education (HE) delivery centres that deliver Coach Parker qualifications and support in the training of key university staff to be orientated in Coach Parker.
- Develop local partnerships that can link with delivery centres to achieve maximum output in the surrounding area.
- Use evidence-based tools to collect and analyse feedback, extend reach and maintain delivery standards to cater for the target audience.
- Market and promote the Coach Parkers qualification across HE development pathways.
- Provide support and guidance to the BUCS Workforce Development Board; supporting group members and identify clear objectives for strategic delivery.
- Develop and manage the BUCS Student Leadership Programme.
- Coordinate the sharing of workforce best practice and knowledge across the BUCS network.
- Develop the relationship with wider BUCS workforce partners to provide learning, training and development opportunities for members.
- Support in the planning and delivery of BUCS Member Engagement events



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- Work with the BUCS Membership Engagement Officer to identify opportunities for BUCS members to engage in workforce opportunities.
- Work with the Member Engagement Officer to develop a strategy to maximise volunteering opportunities across all areas of BUCS delivery; including competitions, events, international programmes and strategic delivery groups.

### **Other**

1. Undertake duties as can be reasonably expected to ensure the smooth running of BUCS and in compliance with BUCS policies.

This role may involve weekend and evening work and overnight stays at BUCS events.

## **PERSON SPECIFICATION**

### **Essential knowledge and experience**

1. Experience in developing workforce initiatives that target individuals new to activity
2. Working with external partners and stakeholders to achieve organisational success
3. Experience of programme management (within any sector)
4. Provision of high-quality customer service and/or working in membership organisations
5. Experience in organising, collating, analysing and reporting information

### **Desirable knowledge and experience**

6. Management and delivery of coach education programmes
7. An understanding of the challenges faced by less active people and how to support behaviour change
8. An understanding of the HE sector and the relationship BUCS has with members

### **Essential skills and abilities**

9. Excellent planning and organisational skills
10. Ability to think logically and consistently
11. Good people skills, ability to negotiate
12. Ability to self-manage/self-motivate
13. Ability to prioritise activities
14. Ability to develop creative solutions to complex problems
15. Excellent communication skills both written and verbal
16. Good administrative and data management skills
17. Strong focus on the provision of customer service