

National Ice Skating Association of the United Kingdom Limited

JOB DESCRIPTION HEAD OF DEVELOPMENT

Department: Development
Location: UK-Wide
Hours: 37 hours per week
Salary: £28,000 to £34,000 dependent upon experience

JOB PURPOSE OF THE HEAD OF DEVELOPMENT

The National Ice Skating Association of UK Ltd (NISA) is the National Governing Body (NGB) for Ice Skating in the UK, involving the disciplines of Figure Skating (Singles, Pairs, Ice Dance and Synchronised) and Speed Skating (Short Track and Long Track).

Reporting to the Chief Executive Officer (CEO) the Head of Development is a member of the Senior Management Team (SMT) and is accountable for:

- Acting as Head of Development and to manage all aspects of producing, reviewing and reporting on the Development Strategy. To ensure all other actions plans within the department are in place and aligned to the Development Strategy
- Operating as a member of the Senior Management Team to deliver NISA's Corporate Strategy
- Managing the development and delivery of all programmes, products and interventions that lead to increased regular participation, increased membership and support the clubs
- Managing relationships with national, regional and local partners to deliver the Development Strategy

KEY RESULT AREAS

AUTHORITY DELEGATED TO THE NISA HEAD OF DEVELOPMENT

Development Strategy

- | | |
|--|---|
| <p>1) Develops and delivers a Development Strategy that satisfies the requirements of skaters throughout the development continuum. This will include coach, club and competition pathways</p> | <ul style="list-style-type: none"> • Drafting NISA's Development Strategy for approval by the NISA CEO/Development Sub-Group (DSG) • Day-to-day management of NISA activities and operations, within the Development Strategy agreed by the CEO |
| <p>2) Works with the Development Department and relevant NISA Sub Committees to produce and deliver strategies to develop clubs, coaches and competitions pathways</p> | <ul style="list-style-type: none"> • Executive leadership of the drafting of club, coach and competition strategies for approval by the relevant NISA Sub-Groups |

KEY RESULT AREAS	AUTHORITY DELEGATED TO THE NISA HEAD OF DEVELOPMENT
	<ul style="list-style-type: none"> Executive leadership of the day to day delivery of the strategies agreed by the CEO
3) Ensures there is a sufficiently trained and supported volunteer workforce to support increased participation	<ul style="list-style-type: none"> Drafting of a Volunteer Strategy for approval by the CEO and/or relevant Sub-Groups Overall day-to-day management of NISA activities and operations, within the Volunteer Strategy agreed by the CEO
4) Ensures all progress against the Development Strategy is monitored, evaluated and reported appropriately	<ul style="list-style-type: none"> Accountability for the Strategy
5) Lead responsibility for the submission of plans and proposals to Sport England, the regular reporting on KPIs and liaison with Sport England Officers	<ul style="list-style-type: none"> Main contact and first port-of-call
Senior Management Team	
1) Works with the SMT to contribute to the development, delivery and review of NISA's Corporate Strategy, ensuring resources are targeted towards successful delivery	SMT Support Function
2) Contributes to establishing and communicating the core values of the SMT team	SMT Support Function
3) Works with the SMT to make management decisions on aspects of policy, development and operations	SMT Support Function
4) Contributes to the monitoring and evaluation of the collective performance of the SMT in delivering the organisation's overall goals	SMT Support Function
Product and Programme Development	
1) Generates sector analysis and market insight to identify customer needs	<ul style="list-style-type: none"> Creation and management of surveys and market research projects and analysis approved by the CEO
2) Increases and sustains participation in the sport through the development, delivery and promotion of a high quality, branded portfolio of programmes and products. Quality assures the environment used to deliver NISA products and programmes	<ul style="list-style-type: none"> Day to day management of product and programme development for approval by the CEO and/or DSG Executive leadership of the day to day delivery of products and programmes agreed by the CEO

KEY RESULT AREAS	AUTHORITY DELEGATED TO THE NISA HEAD OF DEVELOPMENT
3) Increases the number of members in line with the targets outlined within the NISA Strategic Plan	<ul style="list-style-type: none"> • Drafting of a new Membership Scheme for approval by the NISA Board • Executive leadership of the day to day delivery of the Membership Scheme agreed by the CEO
4) Increases the number of people undertaking the Skate UK Programme outlined within the NISA Strategic Plan	<ul style="list-style-type: none"> • Reviewing and drafting revisions to the Skate UK Programme for approval by the CEO/and or DSG • Executive leadership of the day to day delivery of the Skate UK Programme agreed by the CEO
5) Supports NISA affiliated clubs to gain Clubmark Accreditation	<ul style="list-style-type: none"> • Day to day management of the Clubmark Programme agreed by the CEO
6) Populates an e-learning platform to enhance the delivery of the development programme.	<ul style="list-style-type: none"> • Drafting of resources and e-learning materials agreed by the CEO
Management and Administration	
1) Delivers the organisation's ongoing Development Strategy, ensuring resources are targeted at successful delivery of the outcomes	<ul style="list-style-type: none"> • Executive leadership of day-to-day delivery of Development Strategy outcomes approved by the CEO
2) Provides oversight of all development activities, manage the day-to-day operations, and assure a smoothly functioning, efficient Development Department	<ul style="list-style-type: none"> • Drafting the Development Department's annual operational plans for approval by the CEO and/or DSG • Day-to-day management of NISA activities and operations, within the Development Department's annual operational plans & budgets agreed by the CEO
3) Ensures the development programme delivery operates within NISA's standards, controls, systems and procedures, and is subject to regular evaluation.	<ul style="list-style-type: none"> • Operate within the operational control systems and procedures, within the policies agreed by the Board.
4) Recruits, leads and manages the Development Team, ensuring a supportive work environment for staff and	<ul style="list-style-type: none"> • Recruit the development team, agreed by the CEO

KEY RESULT AREAS	AUTHORITY DELEGATED TO THE NISA HEAD OF DEVELOPMENT
volunteers, in line with NISA's policies and procedures.	<ul style="list-style-type: none"> • Direct line management of immediate reporting staff, implementing management procedures within the policies agreed by the Board. • Overall line management of volunteers involved in the development programme within the policies and procedures agreed by the Board.
Finance	
1) Ensures products and programmes are produced in line with the agreed budgets	<ul style="list-style-type: none"> • Development and day-to-day management of products and programmes within budgets agreed by the Board
2) Works with the CEO to develop the Development Department's annual and long term budgets and financial forecasts. Manages, monitors and reports on the departmental budgets.	<ul style="list-style-type: none"> • Drafting of NISA's annual and long term development budgets for approval by the CEO • Operates in accordance with NISA's Financial Procedures Manual • Monitors and provides reports on the departmental budgets agreed by the CEO
3) Generates commercial funding, grants and investment to deliver the Development Strategy	<ul style="list-style-type: none"> • Drafts funding applications and develops sponsorship packages to attract external funding for approval of the CEO
Communications	
1) Contributes to the implementation of an effective marketing and communications strategy to support the on-going delivery of development projects.	<ul style="list-style-type: none"> • SMT Support Function
2) Builds strong and dynamic relationships with external partners and stakeholders who share the ambition within the Development Strategy and wish to engage in partnership projects	<ul style="list-style-type: none"> • Management level point of contact for NISA with delivery partners including but not limited to: Sport England, EFDS, WSFF, Youth Sport Trust, County Sports Partnerships and Local Authorities

KEY RESULT AREAS	AUTHORITY DELEGATED TO THE NISA HEAD OF DEVELOPMENT
3) Collaborates with the relevant NISA Sub Committees and any associated working groups.	<ul style="list-style-type: none"> • Board Support Function
4) Collaborates with Home Nation NGBs and Sport Councils as required to co-ordinate the implementation of the Development Strategy	<ul style="list-style-type: none"> • Management level point of contact for Home Nation NGBs and Sport Councils relating to the development programme
5) Works with the SMT to establish effective intra and inter team communication.	<ul style="list-style-type: none"> • SMT Support Function
6) Meets reporting deadlines to the CEO and Board.	<ul style="list-style-type: none"> • Produces written reports for the Board at least 4 times per year, to report on progress against the annual operational plan • Produces reports and updates for the CEO as required on specific projects or funded programmes
7) Ensures an integrated approach to the development, delivery, administration and promotion of the Development Strategy	<ul style="list-style-type: none"> • Collaborate with internal departments and key contacts
8) Positively communicates with members, clubs, coaches, judges, officials and volunteers for the furtherance of NISA's skating objectives	<ul style="list-style-type: none"> • Management level point of contact relating to the development programme
General	
1) Complies at all times with the Company's policies and procedures, particularly Health and Safety, Safeguarding and Equality.	<ul style="list-style-type: none"> • Board Support Function
2) Undertakes ongoing training and personal development, to enhance skills and abilities for the post.	<ul style="list-style-type: none"> • Board Support Function
3) Undertakes any other duties associated with the post and the needs of NISA.	<ul style="list-style-type: none"> • Board Support Function

COMMUNICATIONS AND WORKING RELATIONSHIPS

Internal

- NISA CEO, NISA Board, NISA Sub Committees and any associated working groups – to translate strategic priorities into clear and measurable outcomes.
- NISA SMT, National Managers (Safeguarding) - to ensure a seamless relationship between all departments and integrated, joined up delivery at all levels.
- NISA Development Team – to ensure the delivery and monitoring of the development programme
- NISA Operations team – to ensure the effective administration of the development programme
- NISA Membership– to research and develop appropriate policies, products and programmes to meet the needs of the programme.

External

- NISA Clubs and NISA members – to generate customer feedback and market insight to support strategy and product development.
- Sport England, UK Sport, sports coach UK, CIMPAS, Awarding Bodies, National Partners, CSPs, Local Authorities, Ice Rinks, and other sport bodies – to develop innovative partnerships to deliver mutual agendas.

PERSON SPECIFICATION
HEAD OF DEVELOPMENT

AREA	ESSENTIAL	DESIRABLE
QUALIFICATIONS	Educated to degree level or equivalent management experience	Degree in Business Administration
EXPERIENCE	Significant experience of working in the sport sector and an understanding of governing bodies of sport and sport clubs	Applied in the sport of ice skating (applicable throughout “Experience”)
	Experience of working with the voluntary sport sector	
	Experience of leading a team and line management	
	Experience of writing strategies and operational plans	
	Experience of writing funding applications and generating external funds and investment	
	Experience of developing, delivering and promoting programmes and interventions to increase participation in sport	
	Experience of developing and maintaining strong partnerships	
	Experience of developing, managing and monitoring budgets	
SKILLS AND KNOWLEDGE	Ability to plan and operate strategically	
	Ability to successfully manage projects and contracts on time	
	Ability to write clear and concise plans, reports and to present information and	

AREA	ESSENTIAL	DESIRABLE
	analysis in a meaningful and compelling manner	
	Ability to influence and negotiate	
	Ability to prioritise workload, make effective decisions under time pressure and meet deadlines	
	Good working knowledge of Microsoft Office or equivalent software packages	
	Effective communication and inter-personal skills, with the ability to listen sensitively to the views of others, inside and outside the organisation	
	Knowledge of legislation including Data Protection, Health and Safety, Equal Opportunities and Safeguarding	
PERSONAL ATTRIBUTES	Ability to think proactively, shape thinking and operate without close management	
	Exhibits personal commitment and acts as an ambassador for NISA	
	Team player with the ability to work on own initiative	
	Positive 'can do' attitude, that inspires and motivates others	
	High level of integrity and trust, with the ability to deal with sensitive and confidential matters	
OTHER REQUIREMENTS	Full current driving licence	
	Prepared to work evenings and weekends where required	