

JOB DESCRIPTION: DEVELOPMENT OFFICER - CLUBS AND REGIONS (ENGLAND)

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Responsible To: Projects and Programmes Manager

Type of Contract: Permanent, full time

This is a full-time post but applications from individuals seeking part time, job share, or flexible working arrangements are welcome.

Hours of Work: Monday – Friday, 09.00 – 17.00

Plus, additional hours as and when required, some weekend work is likely

Salary: £24,000 - £27,000

Location: Head Office, Chiswick, London

1. ABOUT BRITISH FENCING - VISION, MISSION, OBJECTIVES

British Fencing is the National Governing Body of the Olympic sport of Fencing.

Vision – “A strong, successful and sustainable Fencing Community”

Mission – “To inspire and enable people to start, stay and succeed in fencing”

British Fencing Objectives:

1. A pathway to international success.
2. A stronger, empowered community of 30,000 fencers, volunteers, coaches and supporters
3. Accessible inclusive swordplay opportunities delivered via partnership programmes
4. A sustainable future supported by high quality governance and infrastructure that is financially resilient.
5. Maximise the wider benefits of fencing and the positive impact it can have on people’s lives.

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2. JOB PURPOSE

Reporting to the Projects and Programmes Manager, the Development Officer (England) will be responsible for the development, implementation, monitoring and improvement of initiatives that help to support the aims and objectives of the England regions and clubs.

Supporting the British Fencing vision for the future sustainability of the sport, the Development Officer will be responsible for delivering the following objectives:

1. Understand the needs and aspirations of the clubs and the regions to drive an increase in sustainable participation.
2. Build relationships, liaise and negotiate with the regions to be able to understand their needs and aspirations.
3. Assist clubs (within England) with broad strategic development to become sustainable and financially resilient.
4. Improve British Fencing's individual and club membership offer to attract new and retain existing members.
5. Maintain and develop the current communication strategy to share best practice and learning / market insight.

3. KEY RESPONSIBILITIES

- Key British Fencing contact with clubs and the regions.
- Overall responsibility for understanding the needs and aspirations of the clubs and the regions to drive an increase in sustainable participation.
- Responsible for driving the delivery of British Fencing and England Fencing initiatives (e.g. The GB Cup, supporting BFs partnership with the Scout Association) to benefit the clubs and the regions.
- Responsible for identifying and developing evidence-based projects to drive improved quality, performance or impact of clubs within England.
- Responsible for ensuring best practice, effective ideas and initiatives, are communicated to clubs and regions through the continuation of the British Fencing Digest series.
- Responsible for gathering and sharing data and insight gained by British Fencing to help support clubs and regions i.e. website, fibodo.
- Responsible for building relationships, liaising and negotiating with clubs and the regions, and other relevant external parties on issues relating to this role.

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- Work alongside the Commercial Manager to diversify and develop new and existing income generating channels through developing, creating and implementing add on services and products i.e. Introduction Membership.
- Responsible for reporting, if and where necessary, to external funding bodies, England Fencing and British Fencing as directed by the Projects and Programmes Manager.
- Responsible for the management of the budget allocated for this role.
- Lead the development of operational plans to drive delivery of the work outlined above.
- To uphold the British Fencing values of Honesty, Respect and Excellence at all times.
- Any other tasks that would be deemed suitable within this role as directed by the Projects and Programmes Manager.

This job description is not a definitive or exhaustive list of responsibilities, it identifies the key tasks and duties of the Development Officer – Club and Regions (England). Specific targets and objectives will be agreed with the Projects and Programmes Manager and will be regularly reviewed as part of a performance appraisal framework.

4. PERSON SPECIFICATION

- Ability to build new, positive relationships with a wide audience
- Focused and committed to driving projects to conclusion
- Creative approach to problem solving underpinned by excellent communication skills, both verbal and written
- Able to work independently and part of a team, manage budgets and run processes
- Considered and confident approach with ability to motivate and lead others
- Ability to influence and negotiate with stakeholders at all levels
- Managing multiple projects simultaneously to success
- Previous experience of delivering projects and activities which have led to increases in participation and engagement
- An understanding, appreciation and passion of the value of sport
- Understanding of voluntary / membership organisations
- Proficient in Microsoft Office and other IT packages.
- Understanding and commitment to diversity and equal opportunities

British Fencing is committed to providing equal opportunities for all and is committed to following best practice in the welfare of young people and vulnerable adults. For further information please consult: www.britishfencing.com.

We want to ensure that everyone has the opportunity to receive clear, understandable information from British Fencing. If you require this in an alternative format, please contact BF Head Office.