

JOB DESCRIPTION:

PROJECTS AND PROGRAMMES MANAGER - EDUCATION & COMMUNITY

Responsible to	Area lead for Projects and Programmes
Liases with	Coaching Development Manager Development Officer – Clubs and Regions Project Officer – Pathways Development
Type of contract	Full Time
Hours of work	40 hrs per week, flexible working considered
Salary	Up to £32,000
Location	Office based at the British Fencing Head Office, Chiswick, London, W4 5HT
Benefits	5 TFL tube and train lines within a 15-minute walk (Chiswick) Part of a diverse, dynamic and empowered team

1. BRITISH FENCING - VISION, MISSION AND OBJECTIVES

British Fencing (BF) is the National Governing Body for 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:

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

2. JOB PURPOSE

Playing a leading role to help BF strengthen and develop its Core Market offer, the Projects and Programmes Education and Community Manager (PPM) will be responsible for managing and developing our Higher (HE) and Further (FE) Education offer, as well as our partnership with London Youth. The PPM will work with national and regional strategic partners

to ensure Sabre:Lite and the University Fencing Officer (UFO) programme meets the needs of our partners as well as providing an engaging and sustainable model of fencing delivery.

The PPM will also manage the successful relationship with London Youth, ensuring that BF continue to develop and maintain this exciting relationship that allows young people from across London to take part in creative and engaging fencing opportunities.

3. JOB SUMMARY

The PPM will be responsible for:

- The management of the Sabre:Lite and UFO programme – Working to deliver a programme that provides peer led fencing opportunities to students across the HE sector
- The management of the relationships within the Higher and Further Education sectors, including BUCS, AoC Sport and HE/FE Institutions – Maintaining and developing key relationships to support the delivery and smooth running of fencing activity across HE and FE sectors
- The management of the partnership with London Youth – Maintain and develop a programme that provides fencing opportunities within the London Youth network of youth organisations
- Produce internal and external reports on above projects – Using local and national insights as well as learnings from projects and programmes to provide BF colleagues, from HQ to Board level, with relevant and useful updates on progress being made against targets and objectives
- Other tasks deemed necessary as requested from the area lead for Projects and Programmes to support the wider BF team

4. KEY DUTIES

4.1 MANAGING THE SABRE:LITE AND UFO PROGRAMME

- Managing and supporting the network of HEIs across England to ensure the successful delivery of the UFO programme
- Recruit and support volunteer UFOs throughout their time in post
- Organise annual training for UFOs

4.2 MANAGEMENT OF RELATIONSHIPS WITHIN THE HIGHER AND FURTHER EDUCATION SECTORS

- Be the main point of contact at BF, coordinating and communicating with other BF staff members on all areas of work across the HE and FE sectors
- Work with the BF 'Project Officer – Pathways Development' to support student athletes on the BF Athlete Development Programme e.g. providing relevant guidance and advice for student fencers
- Liaise with key national organisations to support and advise on fencing programmes, e.g. BUCS, Sport England and national youth organisations
- Be the key BF contact on a number of BUCS sport specific advisory groups e.g. BUCS Event Management Group and the Sports Advisory Group
- In partnership with BUCS, support the delivery of 5 regional beginner fencing events
- Responsible for building relationships with individual HE and FE institutions to help initiate or expand their involvement in fencing

4.3 MANAGEMENT OF THE LONDON YOUTH PARTNERSHIP

- Responsible for maintaining and developing BF's strong relationship with London Youth, to aid continued effective partnership working
- Oversee the delivery of fencing activity within the London Youth network, providing support to member organisations
- In collaboration with London Youth, set yearly objectives and operational plans to drive the delivery of fencing activities
- Continue to explore new opportunities to engage youth organisations, based on learnings and insights from existing project work

4.4 REPORTING AND BUDGET MANAGEMENT BOTH INTERNALLY AND EXTERNALLY ON P&P:

- Completing quarterly reporting for BF Board for all projects, using tools such as the BF online monitoring and evaluation tool and case studies
- Manage project budgets for HE and London Youth and input into the overall P&P budget allocation with the area lead for Projects and Programmes

4.5 GENERAL

- Oversee and drive content on the Explore Fencing section of the BF website
- Produce regular content for the BF Sword Magazine, website and social media platforms
- Liaise with external service providers who provide a specific service for the P&P team or the wider BF team e.g. Sneak Digital who host the BF online monitoring and evaluation tool
- Demonstrate and uphold the British Fencing Core Values of Honesty, Respect and Excellence

This job description is not a definitive or exhaustive list of responsibilities; it identifies the key tasks and duties of the PPM – Education & Community. Specific targets and objectives will be agreed with the area lead for Projects and Programmes and will be regularly reviewed as part of a performance appraisal framework.

5. PERSON SPECIFICATION / TECHNICAL COMPETENCIES

5.1 QUALIFICATIONS

- Educated to degree level or 5 years of industry related experience

5.2 EXPERIENCE

- Ability to co-ordinate multiple projects simultaneously to success, developing innovative ideas and putting them into practice
- Proven experience in identifying, delivering and evaluating projects using local and national insights
- Working with leading organisations in public sector sport (including the preparation of plans and reports) e.g. Sport England, BUCS, AOC and Women in Sport
- Establishing, building and maintaining highly effective relationships with external groups, organisations and/or individuals

- Proven track record in effective budget management

5.3 KNOWLEDGE

- Up to date knowledge of the HE sector and the sports development sector
- Knowledge and understanding of the needs of community coaches and new participants, in the context of highly effective community sport programmes
- A strong understanding of equality and inclusivity in sport

5.4 SKILLS AND ABILITIES

- An ability to motivate and support individuals and groups, together with practical experience of managing individuals and multiple stakeholders
- Excellent interpersonal skills, able to communicate effectively with a wide range of people and develop good working relationships in a complex stakeholder group
- Ability to manage time effectively and prioritise workload to meet deadlines
- Excellent problem solving and decision-making skills
- Excellent communication skills, verbal and written
- A creative thinker with the tenacity and confidence to see things through to implementation and completion
- An ability to work under pressure particularly during periods of organisational change, and to balance conflicting demands and meet tight deadlines
- Proven use of IT systems and competent in the use of Microsoft Office and cloud based sharing systems
- An understanding of safeguarding and welfare
- Able to work independently as well as being part of a team
- Understanding and commitment to diversity and equal opportunities

5.5 PERSONAL DISPOSITION

- Exceptional interpersonal skills, e.g. the ability to influence, persuade and present compelling cases for improved practices amongst stakeholders and members of staff
- Strong desire to excel at whatever task is at hand, seeking to achieve high levels of professionalism and quality standards
- Personal integrity and the ability to invoke trust and respect from others
- Personal commitment to continuous professional development
- Highly motivated with a passion for improvement and for sport