

## JOB DESCRIPTION: INCLUSION OFFICER (DISABILITY)

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<b>Job Title:</b>	Inclusion Officer (Disability)
<b>Responsible To:</b>	Participation Director
<b>Liaises with:</b>	Workforce Development Officer Development Officer – Clubs and Regions
<b>Type of Contract:</b>	Full Time
<b>Hours of Work:</b>	40hrs
<b>Salary:</b>	Up to £27,500
<b>Location:</b>	Head Office, Chiswick, London (with opportunities to work flexibly from home)

### 1. INTRODUCTION

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

## 1.1 JOB PURPOSE

Playing a leading role at BF, the Inclusion Officer (Disability) will work with BF affiliated clubs to grow and develop opportunities for disabled people to take part in fencing, as well as supporting clubs to be fully inclusive for new and existing members. Following the transfer of responsibilities from BDF to BF in March 2022 and the development of a new disability strategy, this new role will work alongside the Workforce Officer and the Clubs and Membership Officer to develop resources, training and opportunities to support clubs in improving accessibility and inclusivity in their clubs.

## 2. JOB SUMMARY

The Inclusion Officer (Disability) will be responsible for the following:

- Raising awareness, improving understanding and knowledge in clubs and with coaches to improve access, and create a welcoming environment in fencing for all disabled people.
- Promote wheelchair fencing coaching courses to increase the number of coaches delivering wheelchair fencing in clubs.
- Develop educational resources for clubs and coaches to grow their understanding and knowledge around wheelchair fencing, through online and face to face opportunities.
- Attend and support events run by organisations promoting wheelchair sport, such as the Wheelpower National Junior Games.
- Produce internal and external reports on the above projects, using local and national insights as well as learnings from other BF 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 Participation Director to support the wider BF team.

## 3. KEY DUTIES

The Inclusion Officer (Disability) will:

- Work with the Coaching Development Officer to produce resources, training and CPD opportunities that will support, educate and increase the number of clubs and coaches providing wheelchair fencing opportunities.
- Work with the Development Officer – Clubs and Regions to identify key Regions and clubs to develop opportunities, both existing and new to deliver wheelchair fencing.
- Work with the Commercial team to integrate wheelchair fencing resources and training into Primary School Resource Pack and our work with activity providers.
- Work with national partners such as Wheelpower to gather data and insights on schools and organisations interested in getting involved in wheelchair fencing.
- Produce and share internal and external resources from expert partners on topics of inclusion, including gender, ethnicity and socio-economic status, that will educate coaches and clubs and support the role BF play in addressing Uniting the Movement.
- Work with disability and fencing experts to produce safety guidelines to ensure clubs are delivering safe sessions.
- Develop opportunities to engage disabled people to ensure they can input into and feedback on the work of British Fencing, including co-create products and services.

## 4. GENERAL

- Support the Participation Director in preparing key reports for external funders and internal reports for the BF board.
- Demonstrate and uphold the British Fencing Core Values of Honesty, Respect and Excellence.
- Contribute when required to quarterly reporting for BF Board for all projects, using tools such as the BF online monitoring and evaluation tool and case studies.

## 5. PERSON SPECIFICATION

### 5.1 EXPERIENCE

- Have experience of working within disability sport, or have transferable skills from another sector and a strong desire to learn about the sports sector.
- Establishing, building and maintaining highly effective relationships with external groups, organisations and/or individuals.
- Have an understanding and passion for planning and delivery inclusive programmes for disabled people.
- Ability to co-ordinate multiple projects simultaneously to success, developing innovative ideas and putting them into practice.
- Experience in evaluating projects using local and national insights.

### 5.2 KNOWLEDGE

- A strong understanding of equality and inclusivity in sport and physical activity
- Knowledge of how to include disabled people in sport and physical activity at various levels of participation in sport
- Knowledge and understanding of the needs of community coaches and new participants, in the context of highly effective disability and inclusion projects.
- A strong understanding of the barriers effecting disabled people in accessing sport and physical activity

### 5.3 SKILLS AND ABILITIES

- Ability to self-manage, with ability to work independently and as part of a team.
- Excellent project management skills, with the ability to create and manage a project plan.
- Ability to motivate and support individuals and groups, together with practical experience of managing individuals and multiple stakeholders to achieve defined project goals.
- 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 file 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.
- A commitment to excellent management basics, responding to emails, keeping diaries up to date, escalating issues and risks, working collaboratively with the team and keeping line managers/programme managers up to date with activities and progress.

#### **5.4 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.