

JOB DESCRIPTION: YOUTH DEVELOPMENT OFFICER

Job Title:	Youth Development Community Officer
Responsible To:	Participation Director
Liases with:	Workforce Development Officer Development Officer – Clubs and Regions
Type of Contract:	Part Time
Hours of Work:	4 days a week / 32 hours
Salary:	£22,000 (based on pro-rata £27,500 full time)
Location:	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 Youth Development Community Officer will manage our work within the youth sector, including our partnership with London Youth and the Scout Association, as well forging new partnerships across the country. As BF implements

its Fencing for Social Change strategy, the Youth Development Community Officer will work with the Participation Director to grow new opportunities in this space, maximising the wider benefits of fencing and the positive impact it can have on people's lives.

2. JOB SUMMARY

The Youth Development Community Officer will be responsible for the following:

- Managing BF's partnerships with London Youth, the Scout Association and other uniformed groups, ensuring that we deliver the agreed work programmes, projects and outcomes.
- Work with the Participation Director to forge new partnerships as part of our portfolio of projects and programmes and sport for social change work, to widen our offer and grow delivery in youth settings.
- Increase the visibility, opportunities and accessibility for Scout groups and other uniformed groups to access training and resources and from BF.
- 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 Youth Development Community Officer will:

- Be the lead BF member of staff managing our partnership with London Youth and the relationship with key members of their network, ensuring the fencing offer meets the current needs of the youth clubs and providers we work with.
- Work with the Participation Director to seek out new opportunities to develop BF's fencing offer in the youth sector on a national level.
- Support London Youth with reporting and evaluation, using the BF monitoring and evaluation tool and other platforms to collect and manage data and insight.
- Administer Core Coach courses and access to BF's online learning platform for partners.
- Develop the offer available to uniformed groups, ensuring access to the programme is inclusive and available to lower socio-economic groups, young women and girls and young people with disabilities.
- Work with Membership and Clubs Officer to maximise opportunities to connect groups to BF affiliated clubs to support membership growth.

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 with youth organisations in the sport sector, or have transferable skills and a desire to learn about the 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 young 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.
- Knowledge of the youth sector and / or uniformed groups.
- Knowledge and understanding of the needs of community coaches and new participants, in the context of highly effective community sport programmes.
- Knowledge and experience of delivering projects in partnership with community youth organisations and external stakeholders

5.3 SKILLS AND ABILITIES

- Can demonstrate excellent project management skills.
- An ability to motivate and support individuals and groups, together with practical experience of managing individuals and multiple stakeholders to achieve defined project goals.
- The ability to create and manage a project plan.
- 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.

- 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.