

# Job Description

## **Job Title: Regional Development Officer**

## **Department:** **Participation Team**

## **Reporting to: National Development Manager**

## **Location:** **Home-based with travel across designated region. At least quarterly travel to Head Office (Lilleshall National Sports Centre, Shropshire)**

# Our Values

We have developed a set of values to guide how we operate. As one archery community we:

* Value people for who they are and the contribution they make
* Choose to work and learn together
* Strive for excellence
* Always act with integrity

## **Job Purpose**

The Regional Development Officer is a member of Archery GB’s Participation Team accountable for delivering agreed projects and initiatives to support an increase in the number of people taking up archery across a specific region(s) of Northern Counties, East Midlands, West Midlands, Southern Counties, Grand Western, Wales and Northern Ireland.

The Regional Development Officer will contribute to the organisation’s vision of enriching lives through archery, and the successful achievement of Archery GB’s strategic ambitions, which are:

* Membership Structure
* Empowering Workforce
* Diversity Throughout
* Archer Recruitment
* Digital First
* Pathway & Podium

## **Key Objectives**

1. To develop local plans of delivery to support clubs to gain and retain archers
2. To influence change and promote good practice within clubs and partners at local, county, and regional levels.
3. To work collaboratively with local and regional partners to develop, promote and enhance archery

This will be accomplished by working with a range of stakeholders from clubs, facility providers, to funders and other partners at national, regional, county, and local level.

## **Key Activities**

* Raise the profile of archery and be an advocate for the sport across the area.
* Attend regular county and region meetings representing Archery GB, as well as facilitating two-way dialogue from county - region to Archery GB.
* Consult and work with the volunteer workforce, supporting their needs, and fostering a development culture within the archery network.
* Form effective relationships with stakeholders, such as active partnerships, local authorities, and other suitable partners so that they contribute to our development objectives.
* Coordinate and deliver activities by assisting and supporting clubs to develop, improve and grow through connecting strategic objectives to grassroots activity.
* With the National Development Manager, provide advice and guidance to successfully deliver projects and programmes aimed at increasing and retaining members.
* Spearhead national projects as lead officer as prescribed by the Heads of service and/or Director of Participation; and work as part of the team on cross-team development activities coordinating activity across the designated area.
* Ensure projects are delivered on time and within agreed costs, reporting to the Delivery Lead on project milestones on an agreed time basis, evaluating the outcomes of programmes to specifically ensure that good practice is built upon and poor practice minimised.
* Undertake appropriate training and development opportunities.

## **Key Relationships**

The Regional Development Officer will work across the designated area coordinating the delivery of targeted and appropriate projects.

The key relationships will include:

* Volunteers, archers and clubs, and County and Regional Association volunteers
* Participation Team colleagues
* Archery GB colleagues including Business Operations & Governance
* External organisations and partners as clubs, facility providers, Active Partnerships

## **Key Measures**

* Archer recruitment and retention
* Member satisfaction data
* Project delivery – milestones and deliverables

## **Flexibility Clause**

The job holder is required to be flexible in their duties and may be required to undertake other duties and responsibilities as specified by Archery GB

# Variation Clause

This is a description of the job as it is constituted at the date shown.  It is the practice of Archery GB to periodically review job descriptions, to update them and to ensure that they remain relevant to how the job is to be performed.

## **Last reviewed:** December 2022

# PERSON SPECIFICATION

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|  | **Essential** | **Desirable** |
| **Qualifications & Training** | * Suitable qualification in Sport/Physical Activity or equivalent * Full clean driving licence | * Educated to degree or equivalent level * Recognised national governing body qualifications |
| **Knowledge** | * Knowledge of sport and sports policy in the UK * Knowledge of sports development in the community * Understanding of the wider agenda for sport | * Knowledge of archery structures in the UK * Knowledge of health and safety regulations |
| **Experience** | * Experience of working in a volunteer and sports club environment * Experience within partnership working,   with an understanding of all working  sectors, including the voluntary sector   * Experience of event planning and event   delivery | * Experience of archery as a coach or archer * Experience and track record in sports development/coaching * Experience of working with partners e.g. Active Partnerships and local authority sport development departments |
| **Skills & Abilities** | 1. Ability to form effective relationships with volunteers and shape their behavior 2. Ability to work independently as well as part of a team 3. Good communication & organisational skills and the ability to manage a varied workload | 1. Ability to plan and work strategically |