



Job description

Job title:	Network Development Manager (Clubs & Compliance)
Salary:	£30k-£33k dependent on experience
Accountable to:	Head of Network
Accountable for:	Accredited Club/Programme Delivery and Infrastructure Compliance, Development, leading to Growth
Location:	National (Great Britain) – Home based, accessibility for regular travel required across Scotland, England and Wales, including travel to National Office team days (location variable). Occasional International Travel. Hybrid model is negotiable
Hours:	35 per week (full-time) - inclusive of pre-approved occasional ad-hoc evenings and weekends as required

Context

Special Olympics Great Britain ("GB") exists to ensure quality, safe and meaningful opportunities for people with an intellectual or learning disability utilising the power of sport as a tool to provide transformational experiences.

Our membership network is made up of over 7,000 athletes and participants, over 4,000 volunteers and almost 100 accredited clubs/programmes, with the core purpose of driving societal change through inclusion. This network of accredited clubs/programmes is the foundation of this organisation, and root of Special Olympics GB athlete opportunities.

As such, the role of Network Development Manager (Clubs & Compliance) sees activity right across the organisation, conducting key compliance processes around due diligence and risk review, whilst proactively and creatively identifying opportunities to innovate, develop, expand and nurture. You will form a part of the drive to ensure that club and volunteer support services are offered to the highest standard, and that the organisation runs in an efficient, effective and compliant manner via applicable delivery systems.

The Network Development Manager (Clubs & Compliance) provides ongoing support in the delivery of [Special Olympics GB's strategic objectives](#) relating to club/programme Compliance, Development and Growth. Tangentially, you may represent Special Olympics GB locally to internationally, drawing together local priorities at grassroots level with national and international Special Olympics agenda, and will connect directly and imperatively with the Special Olympics GB ethos and core values found [HERE](#).

Main Areas of Responsibility

As a member of the Organisational Growth team, you will play an integral role in ensuring that the Special Olympics GB delivery model is compliant, and that members are supported to operate in a safe, thriving and sustainable manner.

Main areas of responsibility include the following:

Club/Programme Management and Accreditation

- Implement club/programme-centred processes, such as [Special Olympics GB accreditation](#). This includes leading on activity across all levels of the Special Olympics GB club/programme 'life-cycles' – eg. maintaining current member base of, supporting and registering new and managing folding clubs/programmes.
- Manage the membership base across all of the Special Olympics GB club/programme network from a relationship strengthening and overarching club/programme development and improvement perspective. This involves connecting with new and existing members face-to-face and virtually on a regular basis to ensure the nurturing of strong relationships.
- Examine and collaboratively implement processes regarding club/programme audit/review procedures, accounting for both the organisation's various departments and relevant legislation, whilst actively seeking to improve and resolve live compliance issues in a timely manner, or, prevent them entirely.
- Support the Network Development Manager (Workforce) with processes which connect club compliance and development with that of volunteering and club workforce.
- Actively explore opportunities to enhance the Special Olympics GB club/programme network and opportunities for athletes in line with our values, standards and priorities.
- Establish and implement accessible and needs-based channels for members to share their voice to inform decision-making, problem-solving, and enhance locally driven ecosystems.
- Establish and provide person-centred support mechanisms to accredited clubs/programmes, and implement processes to best understand the cause and nature of challenges faced to then channel directly into action. This shall have a specific focus on compliance and development in the short-medium term, and growth in the long-term.
- Promote sustainable practice collectively in clubs/programmes and ensure imbedded succession planning and good practice from grassroots/local level and beyond.
- Support education and cultural development to improve club/programme delivery quality as a whole. This may include supporting the Safeguarding Lead in imbedding best practice in safeguarding and welfare excellence across the network.
- Support the development of resources to increase capability and capacity in clubs/programmes, and tap into partnership resources to achieve outcomes in this regard.

Project Management and Analysis

- Analyse trends and activity across both the club/programme network and the wider sector to inform decision-making and action plans which ensures that high quality, safe and enjoyable opportunities can be provided for our athletes through our delivery models.
- Support the management and processing of membership data, and utilise this data to help determine and inform action.
- Produce clear and accurate forecasts and reports regarding club/programme membership and accreditation related projects with a focus on compliance, utilising quantitative and qualitative data to support the development of plans relative to club development.
- Support the implementation of key club/programme financial processes, such as the fulfilling of financial legal and regulatory requirements, invoicing, and fund management, and actively promote good financial practice on a club/programme level.
- Analyse relevant research and industry-wide trends to be informed about sector standards and initiatives which support activity in a Special Olympics GB context. Through this, provide recommendations for improvement with timelines attached and resource allocation.

Advocacy and Ambassadorship

- Actively promote and incite an inclusive culture led by athletes across Special Olympics GB clubs/programmes in line with the organisation's values.
- Represent the Special Olympics GB movement internally across the membership as well as externally through partnership discussions and international connections.
- Regularly attend conferences or events to build key relationships with industry partners, generate opportunities for partnerships and collaboration aligned to our purpose.

Strategic Planning

- Support the realisation of Special Olympics GB's strategic plans from the networks perspective and carry out appropriate reporting in line with KPIs.
- Support the Head of Network with the design, development and implementation of an innovated and fit-for-purpose delivery framework and structure development strategy.
- Act with autonomy to identify and communicate key areas of priority for focus with regards to club/programme compliance, development and growth.
- Prepare detailed work plans, objective success criteria and associated budget plans for specific areas of infrastructure development.
- Plan and prioritise workflows to drive forward the Special Olympics GB objectives surrounding infrastructure and participation development, with the direct and ongoing support of the Network Team and wider organisation.
- Manage and support funding activity regarding infrastructure development.

Any other duties as required to fulfil this role and the needs of Special Olympics GB.

Person specification

Experience and knowledge

- Industry relevant qualification (or substantial evidence of experience) to demonstrate the meeting of the criteria outlined in this description.
- Experience of project management and impact measurement.
- Knowledge and understanding of the sporting landscape across all of Great Britain.
- Evidenced understanding of the challenges faced by and opportunities for athletes with an intellectual disability.
- Experience in leading the strengthening and development of organisations with a proven track record of sustainable impact and value-driven success.
- Evidenced experience of ensuring compliance with internal and external regulatory, legal and policy requirements.
- Experience in strategic planning connecting objectives to action plans and prioritisation – from short, medium to long term.
- Experience of capability and capacity building in a complex or dynamic delivery model.
- Experience of developing partnerships and relationships which have delivered demonstrable results in line with strategic priorities and objectives.
- Evidenced leadership experience involving taking people on a journey of change and evolution to achieve positive outcomes connected to strategic objectives.
- Evidenced ability to act with flexibility, adaptability and vibrancy to inspire and motivate people as a part of a long term growth strategy.
- Experience in managing or working with volunteers and volunteer built, and led, entities.
- Experience in working with computer systems with excellent IT literacy and experience in using digital platforms and project management tools to produce detailed reports.
- Experience in collecting, managing and retaining high volumes of complex quantitative and qualitative data sets and working effectively to process information.
- Experience in budgeting, financial forecasting and financial compliance.
- Experience in safeguarding, preferably in the context of both children and adults .
- Sport Development experience with a focus on infrastructure development within a comparable organisation or industry – preferred but not essential.

Skills, abilities and attributes

- Strong passion for inclusion and alignment with the values of Special Olympics.
- Ability to work with respect, honesty, accountability and professionalism at all times.
- Ability to effectively and actively listen and communicate with others.
- Ability to apply adaptability, lateral thinking and agility in moving across workstreams.
- Ability to connect with and lead others in a kind, purpose-driven and effective manner.
- You are highly organised with strong time management skills.
- You have a high attention to detail, with an aptitude for ensuring quality over quantity.
- Ability to operate in an agile and flexible manner, adapting to working productively in a remote environment and when travelling with a variety of people and organisations.
- Ability to easily adapt in complex environments and prioritise effectively.
- Ability to negotiate, influence, inspire and persuade, particularly when implementing organisational change and confronting adversity in complex environments.
- Effective team-working and collaboration skills.
- Ability to work creatively and pragmatically when problem-solving, with the capacity to consult with others and ask questions to help make decisions and plan strategically.
- Willingness to seek support, guidance and feedback from team members and apply an open-minded approach to tackling challenges or new concepts.
- Hold a goal-orientated mindset with a willingness to communicate and connect with the team where additional support or help is needed to approach objectives.