



Post:	Sport Manager
Delegated Authority	Level 4
Team:	The Sports Team
Responsible to:	Department Head of Sport and Health
Responsible for:	Sport Coordinators, Freelancers, volunteers and peers

Job Purpose

To provide high level development & delivery of physical activity and sports-based sessions.

The Sport Manager will be responsible for the development and extension of the Sports project, overseeing its offering to new projects in and outside of SHP, with a view to increasing levels of participation amongst those experiencing or at risk of homelessness.

The Sport Manager will be responsible for the management of The Sport Coordinators, and oversee the projects freelancers, volunteer and peer recruitment, deployment, and support.

The Sports Manager will be responsible for building partnerships with charities and projects in the homeless community, local stakeholders, and funders, and for ensuring there is strong and regular communication with services and partners. They will be responsible for reporting, evaluation, and reconciliation to grant providers. The Sports Lead will support the long-term planning of physical activity-based activities and project manage sports events or any other projects as directed by their manager.

The post holder will work to build capacity within services and the wider community in order to support clients to take part in sport or exercise.

Key Accountabilities

1.0 Operational Programme Delivery & Development

- 1.1 To develop, deliver and promote the sports programme across SHP, its work with partners, and within the local community in accordance with strategic operating plans & within a specific community or targeted group.

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- 1.2 To devise rotas and schedules, secure space and prepare facilities in preparation for sessions.
- 1.3 To monitor and purchase necessary sporting equipment within budgetary controls
- 1.4 To raise public awareness of health and fitness issues and promote participation in sport, particularly in underrepresented groups.
- 1.5 To establish relationships and joint working with local level physical activity and sporting provisions.
- 1.6 To develop a range of partnerships with organisations and initiatives focused on physical activity, homelessness, women, LGBTQIA+, criminal justice and ethnic minorities.
- 1.7 To support planning and delivery of advocacy and influencing for the project within the physical activity and homeless sector.

2.0 PEOPLE MANAGEMENT

- 2.1 Coordinate the recruitment and deployment of coordinators & assistants and ensure that all staff are sufficiently trained, developed, and managed in line with SHP's policy and Investors in People expectations.
- 2.2 To take part in peer led group development which will include reflective practice across SHP services.
- 2.3 To facilitate the wider team in assessing, defining issues and identifying solutions to challenges presented in relation to all elements of service delivery.
- 2.4 To hold regular staff meetings.
- 2.5 To support good team communication and morale and actively support the wider opportunities team in ensuring that conflict is managed supportively and in line with relevant policies and procedures.
- 2.6 To challenge inappropriate practise and develop and maintain a culture of learning across the Sport Project.

3.0 Freelancer, Peer & Volunteer Management

- 3.1 To oversee the recruitment of freelancers. Including job descriptions, interviews, introductions, and supervision.
- 3.2 To ensure the on-going recruitment and development of peers & volunteers.
- 3.3 To work with internal teams and external organisations to create training and development opportunities for Freelancers, peers and volunteers.
- 3.4 To process and approve invoices and expenses within budgetary control.
- 3.5 To ensure the codes of professional conduct are adhered to and that all the team members, including volunteers, maintain high standards of practice.

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3.6 To create a freelancer, peer and volunteer community group which can be shared across partner organisations.

3.7 To coordinate the work of a variable number of freelance staff & volunteers. Ensure that there is effective communication about current projects between the team and the wider organisation.

4.0 Capacity building

4.1 To undertake a review of the needs of the clients engaged in the project to establish what provisions for sports/ activity-based sessions might exist already within SHP and what needs to be procured/brokered.

4.2 To support and coordinate the work of individual teams in relation to the delivery of sports-based activities that are delivered as part of the Opportunities programme.

4.3 To support and coordinate the work of external partners who may be delivering aspects of the sports and activities programme.

4.4 To identify and promote the Sport Projects to the sector to help build partnerships and widen the offer available in the community to staff and clients.

4.5 To identify any training and support needs of staff and volunteers in relation to their ability to deliver sport & exercise and liaise with management to address these needs.

5.0 Partnership working

5.1 To work to create partnerships with similar organisations and charities to widen the reach of the project within the homeless community.

5.2 To oversee the introduction of sporting activities, freelancers, and volunteers into partner organisation.

5.3 To work with the service manager to develop and support the advocacy strand of the project.

6.0 Information Management – Quality & Monitoring

6.1 To develop processes for evaluating the efficacy of each component of The Sport Project.

6.2 To continually monitor, review, and audit the quality of the project's delivery and, where required, contribute outcome and other data to relevant managers.

6.3 To utilise SHP's internal quality systems to ensure the services operate to a high standard, identifying and implementing programme improvements as appropriate.

6.4 To work with the service manager and evaluation partner in collecting and collating data including monitoring attendance and activity records.

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7.0 Financial Management

7.1 To participate in the setting and monitoring of the sports component of the Opportunities programme budget, ensuring that it is managed in accordance with SHP's guidelines.

7.2 To maintain all the financial records in accordance with internal controls.

7.3 To coordinate the invoice process for all freelancers and volunteers.

7.4 To complete any required reconciliation to funders and grant providers.

7.0 Health Safety

7.1 To ensure that all sports & exercise related activities within the Opportunities Programme are delivered in accordance with SHP's Health, Safety, and Safeguarding policies in respect of client and staff safety.

7.2 To raise any concerns, incidents, or accidents in accordance with the policy.

Technical and Professional Know-How required for Effective Performance

- Demonstrable knowledge of fitness trends, applications, and implementation.
- Safe practice as it relates to proper lifting, physical movements, and contraindications in the practice of applications of exercise.
- Sports and Coaching qualifications relevant to the sector.
- Knowledge of working with and contracting fitness instructors and freelancers.
- Demonstrable knowledge of motivating & supporting vulnerable adults into sport and exercise.
- Ability to develop and deliver structured group-based physical activity sessions.
- Ability to train and deliver outside organisations to deliver the programme.
- Ability to broker opportunities for vulnerable adults.
- A commitment to working flexibly in response to changing external and organisational requirements & willingness to work outside of the office hours when needed.
- A high level of numeracy and literacy, also having the IT skills necessary to maintain data and fulfil complex monitoring requirements.

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