



**“Our Vision is to use the power of our sport to change lives across the North West”**

## Community Inclusion Lead

JOB DESCRIPTION			
<b>Job Title:</b>	Community Inclusion Lead	<b>Contractual status:</b>	Full-time
<b>Hours of work:</b>	37.5 hours per week	<b>Salary range:</b>	£35,000
<b>Location:</b>	Sharks Training Centre, Carrington	<b>Reporting to:</b>	CEO
<b>Key Relationships:</b>	Key External Stakeholders, Sale Sharks Club, Media, Internal colleagues,	<b>Report in:</b>	Disability & Social Inclusion Coordinator, Health & Wellbeing Coordinator, Education Manager
<b>Closing date:</b>	1 <sup>st</sup> April 2024		

### About Sale Sharks Foundation

Sale Sharks Foundation is the charity partner of Sale Sharks Rugby Club. Our Vision is to use the power of our sport to change lives throughout the North West.

We work hard every day to deliver change in our communities to people of all ages and abilities.

We work with over 15,000 people annually in three key areas: Community Inclusion, Education and Rugby Development. You can see the impact we had by checking out our [2022/ 2023 Sharks Watch Impact Report](#). Our highly skilled, dynamic and passionate team now deliver over 50 community projects that change the lives of a huge spectrum of people across the North West: from children and young people right through to senior citizens.

We believe in the immense power of our sport to positively transform people’s lives. We believe the North West is a home to extraordinary people like you. **This is your chance to be part of our story!**

## JOB SUMMARY:

The Community Inclusion Lead will have responsibility to develop and deliver the strategic direction of both the Community Inclusion and Education departments at Sale Sharks Foundation. This will include developing project/programs around disability and social inclusion, health and wellbeing and managing the Foundations Education department which focus' on alternative provision and our Hitz program for 16–19-year-olds.

The role will have a focus on developing a range of provision across both Community Inclusion and Education. Priorities for this role will include securing funding, developing key internal and external relationships with partners, managing a diverse team of staff and monitoring and reporting on project/delivery impact. You will also be a key part of the Senior Leadership Team at Sale Sharks Foundation, reporting directly to the CEO and working with the rest of the SLT team to set the strategic direction of the department and wider foundation.

This is an exciting time for an experienced sport/community manager to join the Foundation and help us achieve our strategic direction goals across the community inclusion space.

## ROLES AND RESPONSIBILITIES

### **Relationship Management**

- Lead the strategic direction of the team, building strong relationships with internal and external organisations.
- Work with existing and new grant funders, building rapport and developing relationships to make sure we maintain strong relations and meet KPI objectives.
- Work with existing and new commercial partners to support key projects across the Foundation, enabling us to secure the long-term future of key programmes.
- Identify, establish, and maintain effective partnerships with key stakeholders across the Community Inclusion and Education sectors.
- Work collaboratively with internal teams across Sale Sharks to support wider Foundation goals and objectives.
- Work with the Fundraising Manager to identify fundraising or commercial opportunities to increase revenue.

### **Leadership**

- To fully contribute to the Foundations Senior Leadership Team, including managing budgets, providing reports to the CEO and trustees, staff CPD and providing strategic support to the CEO on all areas of the Foundations operations.
- Line manage managers and coordinators within your team, as well as matrix management support for others who feed into your programmes.
- To be responsible for the Community Inclusion and Education budgets including setting, monitoring and meeting departmental targets.
- Develop, lead and manage the execution of a strategic plan for both Community Inclusion and Education departments.
- Develop effective strategic and operational plans to lead the team and meet specific KPI's for each project.

## **Development**

- Design, develop and lead on the development of new programmes and initiatives linked to Community Inclusion and Education.
- Work with department managers to ensure health and safety and programme procedures are in place across all Sale Sharks Foundation activities.
- Be one of the key points of contact and work closely with the Foundation's funding consultant in identifying and writing bid applications.
- Oversee the planning and delivery of all Community Inclusion and Education programmes, ensuring staffing and resources are effectively managed.
- Working closely with the Safeguarding lead, to support the wider department with any safeguarding concerns, make sure to follow Sale Sharks Foundation protocols.
- Undertake any other duties as required by the CEO.

## **Monitoring & Evaluation**

- Keep clear, accurate records and data collection linked to all grants and commercial funding streams.
- Responsible for tracking and delivering against agreed KPI's associated with grant funding.
- Design, deliver and ensure monitoring and evaluative feedback systems are in place for all programmes.
- Produce reports, analyse and present findings to grant and funding partners.
- Ensure that quality assurance of Sale Sharks Foundation Community Inclusion and Education activities, working with colleagues to ensure all materials are relevant and up to date.
- Support the creation of media information and case studies/good news stories to measure the impact of events and activities for the Foundation and relevant partners.

It is expected that the role may include working some evenings and weekends including match days. This will always be agreed in advance with time off in lieu offered.

This job description is not necessarily an exhaustive list of duties but is intended to reflect the range of duties the post-holder will perform.

It is key to this role that candidates:

- Always demonstrate the Sale Sharks Foundation values.
- Promote Sale Sharks Foundation's brand and ethos in a professional and positive manner.
- Be committed to applying and promoting equality, diversity and inclusion as Sale Sharks Foundation and comply with all Charity policies and procedures.
- Act in line with the Foundations code of conduct always showing professionalism in all environments we work across.

## PERSON SPECIFICATION

Knowledge, Skills & Experience	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• A degree in a relatable subject area.</li> <li>• An experience, understanding and a passion for improving opportunities for underrepresented groups or individuals in our communities.</li> <li>• Proven success at building effective working relationships with a range of internal &amp; external stakeholders.</li> <li>• Experience of producing monitoring and evaluation reports</li> <li>• Track record of developing and managing projects and working with others to achieve successful outcomes.</li> <li>• Experience and a strong understanding of reviewing and mitigating risk.</li> <li>• Evidence of the ability to develop and manage project budgets.</li> <li>• Strong organisational skills with the ability to prioritise and work well under pressure.</li> <li>• Previous experience of leading and motivating others to a common purpose.</li> <li>• Previous line management responsibility.</li> <li>• Strong communication and presentation skills.</li> <li>• Strong organisational skills with the ability to work independently as well as part of a team.</li> <li>• Understanding of data protection and GDPR principals</li> <li>• High attention to detail including good use of grammar and spelling.</li> <li>• Excellent knowledge of Microsoft 365 packages</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Understanding of the rugby landscape</li> <li>• Experience in the charitable sector</li> <li>• Experience of working with underserved communities within the north west.</li> <li>• Previous experience of securing funding from trusts, grants or similar bodies</li> </ul>
Personal Attributes	<ul style="list-style-type: none"> <li>• Ambitious and driven with a willingness to learn.</li> <li>• A passion for the community and making a difference.</li> <li>• A friendly, positive 'can do' attitude.</li> <li>• A commitment to the aims, vision, and values of Sale Sharks Foundation</li> <li>• Strong interpersonal skills with ability to work on own initiative and as part of a team.</li> <li>• Good analytical skills, problem solving and decision-making capabilities.</li> <li>• Excellent communication and the ability to motivate and sell ideas to others.</li> <li>• Excellent organisational skills with the ability to assess priorities and work to strict deadlines.</li> <li>• Ability to inspire and articulate the full breadth of impact the work of the Foundation has.</li> <li>• Willingness to work flexible hours.</li> <li>• Full driver's license and use of a vehicle.</li> </ul>

## TO APPLY

Please send a CV and a covering letter setting out why you believe you are our ideal candidate, along with your completed Equality, Diversity & Inclusion monitoring form to [foundation.hr@salesharks.com](mailto:foundation.hr@salesharks.com) by 1<sup>ST</sup> April 2024.

Our mission is to welcome everyone and create inclusive teams. We celebrate difference and encourage everyone to join us and be themselves at work or as a volunteer.

The successful candidate will undergo an enhanced DBS check as is important to the role within the organisation when Safeguarding of Adults and Children & Young people is such a core part of what we do.

**\*Please note only candidates selected for interview will be notified.**