

National Awards Manager

Job Description

The role

Area:	Nationwide role
Location:	SportsAid Head Office in London
Reports to:	Chief Executive
Hours of Work:	Full-time position approx. 37 hours a week; some evening and weekend work may be required from time to time; flexible working is available

Context

It is an interesting and exciting time for British sport, with the next Summer Olympic and Paralympic Games in Tokyo only one year away, the next edition of the Winter Olympics and Paralympics being in Beijing in 2022 and the next Commonwealth Games being on home soil in Birmingham in the same year. It is an important time to be supporting Britain's next generation of sporting talent.

For over forty years, SportsAid has been at the heart of British sport, recognising and helping talented, young sports people in over forty different sports to develop their potential and reach their personal best. Working closely with the various national governing bodies of sport and with the talent team at Sport England, SportsAid plays a vital role in the talent pathway, offering help and support to athletes and their parents at a crucial time.

This is a brilliant opportunity to join a committed and driven team at SportsAid, taking on the key role of National Awards Manager to lead, manage, develop and review all aspects of SportsAid's processes, data, partnerships and nomination criteria related to the support of talented, young sports people. You will be at the centre of SportsAid's work and will have the opportunity to link into a range of projects, partnerships and events.

Key responsibilities

- With a designated Trustee, lead SportsAid's National Awards Committee; this involves reviewing the allocation of investment to each sport; managing and presenting the various data from the nomination and awards process; leading on the review and development of SportsAid's Awards Policy and nomination criteria; and developing the range of help and support available to athletes (and their parents) through a SportsAid award.
- Manage and develop SportsAid's online nomination system (ONS), ensuring it is user-friendly, fit-for-purpose, reliable and secure.



- Develop strong working relationships with the talent teams at the national governing bodies of sport (NGBs); this is an important element of the role, to understand how each NGB identifies and develops a diverse cohort of young, talented sports people – male and female; those with a disability; and those from different backgrounds and circumstances.
- Collate and present useful information and insight to support SportsAid's strategy planning, to inform Sport England's talent plan and to contribute SportsAid's communications and fundraising activities.
- Work directly with SportsAid's various funding partners, including commercial partners and other grant-making trusts, as well as Sport England to inform and update them on the athlete nomination process and to understand their priorities in supporting talented athletes.
 - A key element of this will be to develop a strong understanding of the objectives and principles included in the Sport England Talent Plan, particularly around Inclusion and Progression.
- Lead and manage the annual One-to-Watch Award process to identify those SportsAid-supported athletes considered to have had an amazing year in their sport; this includes seeking support from a specially convened One-to-Watch Panel.
- Contribute to the planning of SportsAid's wider activities including SportsAid Week and other flagship events.
- Ensure regional SportsAid colleagues, including those in Wales, Scotland and Northern Ireland, have accurate and useful information on SportsAid's nomination process and criteria.
- To protect and enhance SportsAid's brand and reputation in delivering the role and follow best practice and strong ethical standards at all times.

Notes

Although based in London, the role will require periodic travel across England and occasionally to Wales, Scotland and Northern Ireland.

As the role will involve contact with young people and vulnerable adults, the appointee will be required to complete an enhanced Disclosure and Barring Service (DBS) check.

The candidate and their core competencies

- Educated to degree level (or recognised equivalent) with some experience of the working world.
- An interest in, and some understanding of, the sporting sector; a passion for sport.
- Ideally some experience of grant, award, scholarship or bursary management.
- Excellent organisational and presentation skills; comfortable managing several different projects and activities at the same time.
- Sound IT competency; strong database management and Excel skills; financially literate.
- Committed to diversity and inclusion and upholding organisational values; of the utmost integrity and discretion.
- Enthusiasm and willingness to work in a small team in a fast-paced environment.
- A self-starter; enthusiastic, reliable, committed and motivated. A confident, effective communicator able to create and develop relationships with a range of different people.



Salary and application process

The salary is in the range of £28,000 to £30,000 p.a. for the right candidate and opportunities for flexible working are available. A full job description is available on request at jobs@sportsaid.org.uk or at www.sportsaid.org.uk.

SportsAid believes that diversity drives excellence and that representation is important in order to reflect diverse communities in 21st century Britain. SportsAid therefore positively welcomes and seek to ensure we achieve diversity in our workforce and that all job applicants and employees receive equal and fair treatment. We positively encourage applications from all candidates regardless of age, race, ethnicity, gender, disability, marriage and civil partnership status, gender identity, background, religion, faith, sexual orientation, maternity status, pregnancy, belief or nationality.

All applicants will be asked to complete SportsAid's equal opportunities form.

If you have the skills and experience to join SportsAid at this exciting time for British sport, send your CV with a short cover letter outlining why you would like the role, to jobs@sportsaid.org.uk. The closing date for applications is 12noon on Friday 19 July 2019 and it is anticipated that the interviews will be held in the last week of July or the first week of August.

