

Development and Operations Manager	
Reporting to	Interim Chief Executive Officer
Contract	Full Time Permanent – 52 weeks per year
Salary	£35,000 to £40,000 per annum
Purpose of Job	<ul style="list-style-type: none"> ■ To lead and manage the TeamMCR delivery team ensuring that clear objectives and development plans are in place for all team members ■ To ensure that the school league, competition and delivery programme is consistently delivered to an excellent standard and meets the needs of partner schools within the resources available ■ To ensure that the delivery programme provides clear opportunities from participation through to performance and encompasses Physical Activity, Health and Sport elements ■ To effectively influence and manage relationships with all key stakeholders including , but not limited to, partner schools, Youth Sport Trust, Sport England, MCRActive, Manchester City Council, GreaterSport, GM Moving, MPETT and National Governing Bodies of Sport, local community partners and TeamMCR board members ■ To ensure that TeamMCR’s vision is clearly articulated and understood by the delivery team and all stakeholders ■ To maintain and strengthen existing pathways from school participation into community programmes ■ To work with the Interim Chief Executive Officer and the Business Manager to form the leadership team for the organisation ■ To work with the leadership team to develop and record quantitative and qualitative data in relation to the impact of TeamMCR
Key Tasks – Leadership and Management	
1.	To lead and manage the delivery team which comprises the Programme Manager and 4 Programme Coordinators
2.	To be a member of the TeamMCR leadership team
3.	To carry out regular appraisals and development meetings for the team and to ensure that clear objectives and development plans are in place for each member of staff
4.	To advise other members of the leadership team on key areas of required training and CPD for the organisation
5.	To ensure that TeamMCR complies with all relevant legislation and policies and procedures at all times particularly in relation to Safeguarding, Health and Safety and Data Management
6.	To consistently display a passionate and innovative approach to engaging Young People in Physical Activity and Sport. To act as a professional role model for the team at all times and to consistently articulate TeamMCR’s vision
Key Tasks – Programme Delivery	

7.	To ensure that a high quality league and competition programme is in place which meets the needs of schools and stakeholders
8.	To lead on an annual consultation process with primary, secondary schools and special schools and with external partners to shape the programme for the following year
9.	To work with key partners to identify innovative and new opportunities to deliver broader health and physical activity programmes that impact significantly on schools and young people
10.	To identify potential funding streams and, where appropriate, to lead on writing funding bids
11.	To lead on the collation of quantitative and qualitative data which clearly demonstrates the impact of TeamMCR across all the areas in which it works
12.	To identify and deliver programmes which provide pathways from school programmes into the local community
Key Tasks – Stakeholder relationships	
11.	To maintain excellent relationships with all key partners including primary, secondary and special schools Youth Sport Trust, Sport England, MCRAActive, Manchester City Council, GreaterSport, GM Moving and National Governing Bodies of Sport, local community partners and TeamMCR board members
12.	To ensure that effective consultation takes place with Young People as part of TeamMCR’s Youth Voice approach and to make sure that the outcomes of this consultation are used to shape future programmes
13.	To be able to effectively influence and manage stakeholder expectations and to be able to shape differing views into a cohesive overall delivery programme
14.	To always deliver on agreed outcomes in a timely manner
Key Tasks – Reporting	
15.	To be able to write and present effective and clear reports to the TeamMCR Board, stakeholders and funders
16.	To demonstrate high standards of written and verbal communication
Key Tasks – Marketing and Liaison	
17.	To ensure that the TeamMCR website is up to date and working effectively
18.	To ensure that TeamMCR’s newsletters and social media output is clear and engaging
19.	To lead on the development of annual programme and impact documents
Key Tasks – Management of Resources	
20.	To ensure that the TeamMCR programme can be delivered effectively using the resources available
21.	To work as part of the leadership team to develop annual budgets and to ensure that budgets are effectively managed through the year
22.	To act as a signatory on the TeamMCR accounts
Standard Duties -	
23.	To understand the importance of inclusion, equality and diversity, both when working with young people, partners and colleagues, and to promote equal opportunities for all.
24.	To uphold and promote the values and vision of TeamMCR.

25.	To implement and uphold the policies, procedures and codes of practice of TeamMCR, including relating to customer care, finance, data protection, ICT, health & safety, anti-bullying and safeguarding/child protection.
26.	To take a pro-active approach to health and safety, working with others in TeamMCR, to minimise and mitigate potential hazards and risks.
27.	To participate and engage with workplace learning and development opportunities, working to continually improve own performance and that of TeamMCR.
28.	To attend and participate in relevant meetings as appropriate.
29.	To undertake any other additional duties commensurate with the grade of the post.

This job description may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main accountabilities and expectations for the post.

This job description will be reviewed as and when necessary, in accordance with the needs of the academy, TeamMCR, Manchester PE Association and School Games

Date of Issue: August 2023

PERSON SPECIFICATION



Development and Operations Manager

	Essential	Desirable	Method of Assessment
Experience			
a) Demonstrable Experience of working in or with the education sector working with Primary, Secondary and Special Schools	✓		Application/ Interview
b) Clear knowledge and understanding of national, regional and Manchester based policy in relation to Physical Education and Sport and Community Development including a clearly demonstrable knowledge of the School Games Programme	✓		
c) Experience of Community and Sport Development work and a clear understanding of the challenges faced within areas of deprivation	✓		
d) Previous experience of managing staff and leading a team	✓		
e) Experience of working effectively with young people	✓		
f) Experience of co-ordinating and delivering physical activity, health and sport programmes	✓		
g) Demonstrable experience of working in partnership with a range of partners and agencies and delivering Youth Voice programmes	✓		
h) Experience of delivering and working with young people with a challenging and diverse range of needs	✓		
i) Experience of collating project data and producing and delivering high quality reports and presentations	✓		
Qualifications and CPD			
a) Educated to degree level in a relevant field	✓		Application
b) Evidence of ongoing CPD and professional development	✓		
Knowledge and Skills			
a) Competent IT Skills and a clear understanding of how digital programmes can be utilised as part of the programme	✓		Application/ interview
b) Previous experience of promoting and marketing an organisation or project	✓		
c) Ability to set and manage budgets and resources	✓		
d) Knowledge of charity structures and governance		✓	
e) Knowledge of and commitment to safeguarding/child protection and equality and diversity	✓		
f) Knowledge and commitment to Health and Safety and GDPR/ data management	✓		
Personal Competencies and Qualities			
a) Highly professional in approach when working with the team and partners	✓		Application/ Interview
b) Ability to work in a diverse and multi-cultural environment	✓		
c) Ability to work under own initiative to tight deadlines	✓		
d) High quality communication skills orally and in writing	✓		

	Essential	Desirable	Method of Assessment
e) A commitment to equitable and inclusive delivery	✓		
Motivation and Expectations			
a) Clearly committed to the vision of TeamMCR	✓		Application/ Interview
b) To be clearly passionate about delivering Physical Activity and Sport for Young People and to have an innovative and collaborative approach to delivery	✓		
c) Prepared to work flexibly to meet the needs and priorities of the TeamMCR and host site	✓		
d) Must be able to drive and have access to a car for work purposes	✓		