



**Senior Partnerships Officer**

Recruitment Pack

February 2024

## **Contents**

DSC Introduction letter

Who are Disability Sports Coach?

Sport Partnership Officer Job Description

Sports Partnerships Officer Person Specification



House of Sport, 190 Great Dover Street, London, SE1 4YB.

Website: [www.disabilitysportscoach.org.uk](http://www.disabilitysportscoach.org.uk) email: [HR@disabilitysportscoach.org.uk](mailto:HR@disabilitysportscoach.org.uk)

Dear applicant,

Thank you for requesting information on the Senior Partnership Officer position with Disability Sports Coach.

This information pack contains:

- What Disability Sports Coach do
- Senior Partnership Officer Job Description
- Senior Partnership Officer Person Specification

To apply submit a current CV along with a covering letter, to [HR@disabilitysportscoach.org.uk](mailto:HR@disabilitysportscoach.org.uk)  
In the covering letter you must outline in turn how you meet the each of the person specification criteria.

The deadline for applications is 5pm on 13<sup>th</sup> March 2024, and interviews will take place at the House of Sport week commencing 18<sup>th</sup> and 25<sup>th</sup> March 2024.

If you have any questions about the role or application process, please contact Dora on 07772 677259 or by email to [Dora@disabilitysportscoach.org.uk](mailto:Dora@disabilitysportscoach.org.uk)

Yours sincerely

Peter Ackred  
CEO  
Disability Sports Coach

### **Disabled Candidates**

**We will give every possible opportunity to disabled candidates who have the skills and experience we seek, as it is fundamentally important to the success of our charity to involve disabled people in as many ways as we can.**

**If you are disabled, please let us know if there is anything else we can do to ensure the recruitment process is accessible to you.**

Disability Sports Coach uses the unique power of sport and physical activity to enhance the lives of disabled people. We do this by providing coaching, training, events, and community clubs to mainstream schools, special schools, clubs, charities and other professional organisations. Every year, we reach over 5,000 disabled people and their families.

We have also worked with over 130 different organisations including Sport England, London Sport, National Governing Bodies, Local Authorities and individual schools and colleges to break down barriers to sport for all disabled people.

### **Coaching**

Providing recreational sports and physical activity coaching for disabled people of all ages is one of our charity's key functions. Our specialist coaches deliver inclusive activities in schools, colleges, and community groups, ensuring that disabled people are not excluded from participating in activities with their friends.

In 2022/23 we provided regular sports and physical activity coaching to over 50 Schools, Colleges and various community organisations in and around London, many of whom commission our services on a year-on-year basis.

### **Training**

We offer a range of courses to support individuals such as coaches, leaders, teachers, volunteers and community workers to learn about inclusive sports and become more aware about working with disabled people in sport. Several of our training courses are endorsed as CPD by the Chartered Institute for the Management of Sport and Physical Activity (CIMPSPA).

### **Community Clubs**

We run 10 award-winning clubs across London to bring disabled people together to keep active and connected, improving physical and mental health. Since 2013, the programme has reached over 21,000 disabled people and their families, winning several accolades and has been featured in regional and national news.

### **Home Activity Programme**

During the pandemic, we sourced and distributed over 1500 packs of sports equipment, allowing members and their families to be physically active from the safety of their own homes. We continue to offer free online activity and social sessions, offering more options for socialising and exercising.

**For further information visit – [www.disabilitysportscoach.org.uk](http://www.disabilitysportscoach.org.uk)**

# SENIOR PARTNERSHIPS OFFICER

**Reports to:** Head of Service Delivery

**Location:** This role is a hybrid role. You will be in the office at least one day a week with an expectation of additional frequent travel across London during the week, to build networks and maintain good relations with our community partners.

**Employment Type:** Full-time (37.5 hours per week)

**Salary Range:** £30,000 - £33,000 per annum

**About Disability Sports Coach:** Disability Sports Coach is a dynamic and inclusive organisation committed to promoting sports and physical activity for individuals with disabilities. Our mission is to enhance the lives of people with disabilities through accessible and empowering sports programs.

**Job Overview:** As the Senior Partnership Officer, you will play a pivotal role in proactively building networks and identifying partners to expand our Coaching and Training offers. You will cultivate new opportunities, securing sustained income and supporting the organisation's growth. This role involves working closely with various stakeholders, including schools, community groups, local authorities, clinical commissioning groups, and integrated care systems.

## Key Responsibilities:

### 1. Proactive Partnership Building:

- Expand the number of organisations the charity works with to deliver inclusive sports coaching and training courses offers through proactive networking and relationship building.
- Identify and cultivate partnerships with schools, community groups, local authorities, clinical commissioning groups, and integrated care systems.

### 2. Lead Generation:

- Proactively follow leads identified by team members to expand club provision in existing areas or consolidate existing clubs through local stakeholder investment.
- Attend marketing and promotional events to generate leads and opportunities.

### 3. Opportunity Management:

- Close opportunities developed through effective communication and negotiation.
- Liaise with coaching contractors and connect with training and workforce coordinator to ensure coaching delivery is in place, and contacts are being fulfilled.

### 4. Pipeline Development:

- Work closely with the Head of Services to contribute to the development of pipelines for sustained income and growth.
- Participate in the phone rota to respond to inquiries and maintain active communication.

### 5. Support Services Delivery:

- In the absence of the Head of Service, support the delivery team to ensure service provision and commitments continue.
- Work on weekends as and when required to meet organisational needs.

## **Personal Specification:**

### **Essential:**

1. Proven experience in partnership development, preferably in the sports, disability or voluntary sector
2. Proven experience of managing complex multi-faceted work streams
3. The ability to adapt to manage situation as they arise
4. Strong networking skills with the ability to identify and cultivate partnerships
5. Effective communication and negotiation skills to close opportunities and secure sustained income
6. Be a self-starter with the ability to work proactively and independently, with a focus on results
7. Flexibility to work weekends and participate in the phone rota

### **Desirable:**

1. Knowledge of the disability sports landscape and an understanding of the challenges faced by individuals with disabilities
2. Experience in working with schools, community groups, and healthcare-related organisations
3. Familiarity with coaching and training programs in the sports sector
4. To hold or be willing to work towards a coaching qualification

## **Benefits**

- A network of social activities at the House of Sport
- Remote working opportunities
- Private Health Care (available on successful completion of 6-month probationary period)

## **Annual leave**

Annual leave entitlement is 20 days in addition to the 8 English Public Holidays (pro rata), plus any days between Christmas and New Year when the office is closed (at the discretion of DSC).

**This job description is not exhaustive but assists the post holder to understand their main duties. It may be amended from time to time without change to the level of responsibility appropriate to the grade of the post and in discussion with the post holder.**