



*Enhancing lives through sport*



## **Vacancy: Workforce Development Officer**

Recruitment pack

December 2024

Disability Sports Coach, House of Sport, 190 Great Dover Street, London, SE1 4YB  
Registered charity in England & Wales no. 1150294  
[www.disabilitysportscoach.org.uk](http://www.disabilitysportscoach.org.uk)

## About us

We use the unique power of sport to enhance the lives of disabled people.

Through our inclusive clubs, coaching sessions in schools and expert-led training, we break down barriers to sport for 3,500 disabled people each year, improving both physical and mental health.

### ***Why do we exist?***

The benefits of sport on physical and mental wellbeing are well-established. But, for disabled people, opportunities are hard to come by. Barriers such as a lack of education, investment and awareness mean that disabled people are half as active as non-disabled people.

With the pandemic and subsequent cost-of-living crisis disproportionately impacting disabled people, our work is more vital than ever.

### ***Our Strategy***

Our charity has a single mission; we use the unique power of sport and physical activity to enhance the lives of disabled people.

In the following pages, we outline our plans to achieve this mission. We have three key objectives:

1. Empower disabled people of all ages to participate in sport and feel part of a supportive community
2. Educate individuals and organisations with the skills, expertise and confidence to deliver inclusive activities for all
3. Enrich the lives of disabled people by providing specialist services that enhances the work of our partners

There's no one better to lead our mission than the people we serve. That's why we're proud that over 40% of our coach and volunteer workforce are disabled people who deliver fun, inclusive sport sessions every week at our Community Clubs across London.

We have big ambitions, but we can't do it alone. That's why at the heart of our plan lies partnerships with communities, supporters, volunteers and coaches.

We hope you will join us on our journey to enhancing the lives of many more people.



## About the role

Our talented and inspiring workforce are key to our success. Over 50 coaches and volunteers deliver inclusive sport to disabled people across London. We are looking for an equally driven person to manage this incredible team.

You will be recruiting new coaches and volunteers, developing a robust method to upskill and provide continued professional development so our coaches continue to be the best they can be.

You will support coaches to meet our delivery standards, working with them to understand the importance of our systems and processes. You will empower them to feel connected with Disability Sports Coach's aims and objectives by working collaboratively with the charity's core staff team.

You will establish communication channels to gather feedback and insights on the impact of our sessions from coaches working on the ground.

A large part of your role is acting as the project lead on our unique Inclusive Activity Leaders (IAL) programme. Delivered in partnership with Nike, IAL upskills aspiring disabled and non-disabled people to become qualified sports coaches, creating a more diverse coaching workforce. Your responsibilities include recruiting the cohort, planning and coordinating all aspects of delivery, providing ongoing support to Leaders, and overseeing project monitoring and evaluation.

This role will sit within a small and inclusive delivery team. We encourage applications from individuals of all backgrounds, who may not meet every qualification but are passionate and bring relevant skills and experience. Positive, team-oriented attitude and a learning mindset is key! If you are excited by the challenge of breaking barriers for disabled people, we want to hear from you.

### Key information

- **Job Title:** Workforce Development Officer
- **Salary:** £28,000 pa
- **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 at our delivery sites.
- **Hours of Work:** Your working week will comprise of 37.5 hours. These hours will be organised and worked in accordance with Charity requirements. It is essential that you can work weekends, particularly during programme delivery. As project lead, you will have the flexibility to manage your hours while ensuring weekend support for our inclusive coaching programme and Saturday sessions.
- **Responsible to:** Senior Partnerships Officer
- **Contract** Two years – with a view to extension

## **Role Summary**

As the Workforce Development Officer, you manage a team of over 50 fantastic sports coaches and volunteers, some of whom are disabled people. This includes providing ongoing training and development, and ensuring they adhere to quality standards. In addition, you will lead on recruiting new coaches and volunteers. You will also project Inclusive Activity Leaders, our unique inclusive coaching program focused on upskilling disabled coaches and promoting inclusive practices. Your role will involve managing all aspects of this program, from planning, through to recruitment, delivery and evaluation.

## **Key responsibilities and tasks**

Workforce recruitment & management:

- Regularly managing, engaging, recruiting, and retaining coaches, volunteers, and tutors so they can deliver our vital services
- Working with the delivery team to identify and recruit additional coaches, working with the communications team to promote vacancies.
- Developing a coach recruitment and engagement strategy.
- Attending outreach events to raise awareness of our services so we can secure more partnerships.

Workforce development & training (Internal):

- Organising and leading regular coach engagement and training events
- Developing and implementing an assessment and appraisal program.
- Ensuring onboarding, qualifications, and DBS checks are up-to-date.
- Attending delivery sessions to ensure coaches and volunteers are supported and standards met.

Project management & reporting:

- Leading externally funded training and workforce development projects.
- Producing detailed reports with quantitative and qualitative analysis.
- Managing budgets.

Training and external partnerships:

- Work with the delivery teams liaising with external organisations to effectively sell our training course.
- Identifying and booking appropriate tutors.
- Ensuring high-quality execution of our training courses with partners.
- Monitoring delivery and adapting our offer to maintain market leadership.

Meeting Disability Sports Coach aims and objectives

- Supporting the charity in other activities as needed.

## **Continued Professional Development (CPD)**

Disability Sports Coach is committed to providing CPD for the successful candidate. We expect the successful candidate to undertake available training courses and research to enhance personal knowledge, skills, and experience.

## **Person specification**

### Essential

- Excellent project management and organisational skills.
- Experience working in sports, charity, or community-based programs, ideally with a focus on disability or inclusion.
- A strong understanding of the barriers that may affect disabled people from participating and working in sport.
- Strong understanding of inclusion, accessibility, and equality in sports and volunteer programs.
- Strong communication and interpersonal skills to engage with a diverse range of stakeholders, including coaches, volunteers, participants, and partner organisations.
- Relevant qualification in sports coaching, volunteer management, or a related field, or equivalent experience.
- Experience implementing safeguarding policies and procedures, particularly in sports or working with vulnerable groups.
- Commitment to inclusivity and Disability Sports Coach's values.
- Flexibility to occasionally work outside standard hours if needed.

### Desirable

- Experience of working in the disability, health, education or youth sector.
- Experience in recruiting, training, and managing coaches and/or volunteers.
- Evidence of continued professional development in sports management, volunteer coordination, or coaching.
- Demonstrated ability to organise and deliver training, workshops, or events.
- Experience managing different projects and activities at the same time.

### **Personal attributes**

- A passion for using the unique power of sport to enhance the lives of the disability community.
- A strong team player with good inter-personal skills.
- Proactive and adaptable; ability to use initiative to achieve outcomes.
- Ability to work collaboratively as part of a team and communicate clearly and effectively.

### **Additional information**

- This role is subject to an enhanced DBS check.
- An understanding and commitment to safeguarding and equal opportunities in employment and sport.
- Must be able to travel within the UK and regular travel in London.
- An understanding of individual responsibility in complying with Health and Safety policies and arrangements.
- Must be eligible to work in the UK.

## **Benefits**

- Flexible working and family friendly, with hybrid and remote working opportunities.
- A network of activities at the House of Sport.
- Private Health Care (available on successful completion of 6-month probationary period) giving you access to physical and mental wellbeing support, access to GPs and points related benefits.

## **Annual leave**

Annual leave entitlement is 20 days in addition to the 8 English Public Holidays (pro rata), plus an additional five days, to be taken at you and your line managers agreement, totalling 33 days leave.

In addition to this, the office may be closed between Christmas and New year at the discretion of the charity.

## **How to apply**

Please provide a covering letter and CV no longer than 2 pages explaining how you meet the criteria to [dora@disabilitysportscoach.org.uk](mailto:dora@disabilitysportscoach.org.uk)

## ***Timelines***

- Deadline for applications is 5pm on 13<sup>th</sup> January 2025
- Interviews take place at the House of Sport, 190 Great Dover Street, SE1 4YB on the week of the 27<sup>th</sup> January and 3<sup>rd</sup> February

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

## **Equality, equity and diversity**

We are committed to creating a welcoming environment for people from all backgrounds, perspectives and experiences. As part of our commitment, we want to diversify our team to better reflect the diverse communities we serve across London. We encourage people of all backgrounds, particularly people from underrepresented backgrounds, to apply.

### ***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 our work.

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.