



ROLE DESCRIPTION – PROJECT LEAD (TALENT)

JOB TITLE	Project Lead (Talent)
SALARY	£22,500 to £27,500.
REPORTS TO	Strategic Manager (Talent).
BASED AT	Volleyball England, SportPark, Loughborough University, 3 Oakwood Drive, Loughborough, Leicestershire, LE11 3QF.

JOB PURPOSE

To lead on the delivery of Volleyball England’s Talent Pathway Programmes and supporting the Volleyball For Life Sub Group in their responsibilities towards the Volleyball England strategy, *The Game Plan*.

The Project Lead (Talent) will work within the Talent Team to help Volleyball England achieve its strategic priorities of creating an enhanced Talent system that provides opportunities and supports players to achieve their potential across all formats of the sport.

In addition, the role will support the Beach Performance Programme activities and generally contribute to the success of the England senior and age group teams.

KEY RESPONSIBILITIES

Senior Beach Volleyball Programme

- Coordinate the annual programme registrations and selection process for the programme.
- Lead on the planning and delivery of programme logistics for camps and competitions, liaising closely with the beach performance director.
- Support meeting the entry requirements for national and international events
- Maintain up-to-date athlete, camp and competition records.
- Collaborate with the Digital and Communications team to produce Senior Beach content.
- Coordinate and contribute to the annual performance review, including the production of regular reports as required.
- Coordinate coaches’ registrations, mandatory training and professional development activities, ensuring they meet all of the regulatory requirements.

Talent Pathway – Volleyball and Beach volleyball

- Project manage and execute the administrative tasks aligned to the delivery of camps and competitions for the national squads.
- Coordinate the processes behind registrations, selection and de-selections for the programme, ensuring accurate athlete records are maintained.
- Project manage and execute the administrative tasks aligned to national funding grants (SportsAid, Backing the Best) and awards for the England athletes and support athletes individual fundraising and entrepreneurship.
- Lead on athlete wellbeing. Get to know the athletes and their personal circumstances and help athletes who need additional support to flourish on the talent pathway .
- Plan, deliver and oversee athlete education.
- Support Team Managers in their roles.
- Administer the talent pathway budgets.
- Coordinate the DiSE, TASS, and Volleyball Futures programmes.
- Collaborate with the Communications team to produce pathway content.

General

- To undertake such additional duties as may reasonably be required by the Chief Executive Officer from time to time, in pursuance of the company sport plans in force at the time.

Application of the guiding principles

- To ensure that our customers are at the heart of everything we do, influencing every decision we make and the way we conduct ourselves.
- To act decisively and transparently, having listened to our customers and stakeholders and having made best use of the evidence and insights available.
- To embrace a culture of continuous improvement, constructively challenging the status quo at all times.
- To incorporate new ideas and technology into everything we do.
- To operate on a commercially sustainable basis, delivering financially viable products and services.

PERSONAL PROFILE

Essential	Desirable
Experience of leading staff, volunteers, partners to meet shared objectives through the delivery of projects or events.	Experience of volleyball and understanding of the current landscape in England.
Experience of projects or events, working within defined budgets and timelines.	A degree or equivalent in sport science or sports management.

Experience of working in a membership or sporting organisation	Possess a good knowledge of a sporting talent pathway structure.
Demonstrate excellent customer service building a strong rapport with key stakeholders, showing understanding of customer's needs and motivations.	Understanding of Volleyball England's national priorities and programmes.
Ability to demonstrate strong interpersonal skills with the ability to maintain effective working relationships and to work on own initiative and as part of a team.	Experience of writing funding submissions.
Ability to demonstrate strong communications skills (written and verbal).	Ability to delegate and oversee others.
Use of insight to drive innovation and continuous improvement.	
A high level of computer literacy and effective communication, both verbally and in writing.	
A quick learner and ability to use initiative to solve problems.	
A willingness to work evenings and weekends, when required.	

CONTRACTUAL DETAILS

JOB TITLE	Project Lead Talent.
SALARY	£22,500 - £27,500 per annum.
ANNUAL PAID HOLIDAY	22 days (pro-rata for part time workers) per year, increasing to 25 days (pro-rata for part time workers) in the second (and subsequent) years of service. 8 Bank/Public Holidays. 2 ¹ / ₂ Privilege Days.
HOURS	Full time 37.5 per week, part time hours will be considered.
NOTICE PERIOD	Four weeks.

Volleyball England offers a competitive benefit package that includes:

- Stakeholder pension scheme with an employer pension contribution of 3%.
- Annual paid holiday as set out above.
- Cycle to Work Scheme.
- Discounted on-site gym membership.

COMMITTED TO EQUAL OPPORTUNITES

Volleyball England has an equity policy and is committed to equal opportunities. The equity policy can be found on www.volleyballengland.org.

Volleyball England is committed to best practice in the care of children and as such this post may be subject to a Disclosure and Barring Service (DBS) check. The child protection policy can be found on www.volleyballengland.org.

This job description is not exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of the changing needs of the company.

TO APPLY

To apply please follow this [link](#) to complete the application (you will need to upload your CV and covering letter). You are also asked to complete our [equal opportunities monitoring questionnaire](#).

If you have any queries, please email talent@volleyballengland.org.

The closing date for applications is 13th November 2024, with interviews on the week of 18th November 2024.

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