



VOLLEYBALL ENGLAND

DEPUTY CHIEF EXECUTIVE OFFICER

OVERVIEW

Volleyball England is the recognised National Governing Body for volleyball, beach volleyball and sitting volleyball in England. It was founded in 1972 as the English Volleyball Association (EVA), replacing the Amateur Volleyball Association of Great Britain and Northern Ireland, which itself was established in 1955.

Volleyball England run the National Volleyball League (NVL), the top volleyball competition in England for clubs, support England national team athletes to travel the world to compete and grow and develop the game through youth initiatives for junior players.

At Volleyball England, the main purpose is to lead the growth and improvement of all disciplines of volleyball in England. As a National Governing Body (NGB), their current vision is to be a sustainable, self-sufficient organisation; more relevant and better connected to the volleyball community

Volleyball England are seeking a dedicated and committed Deputy CEO to play a key part in leading and driving forward the organization and the growth and development of the sport of volleyball in England.

Joining in an exciting year, the Deputy CEO will support the CEO in their drive to lead Volleyball England through the Birmingham 2022 Commonwealth Games this summer providing a key opportunity to springboard the development of the organisation and all forms of the sport.

Volleyball is one of the most played sports in the world - so there's lots to get excited about. Some examples include:

- Volleyball has an exciting and ambitious 10 year strategy – the Game Plan – which was launched in 2020. The successful candidate will work with the organisation on continuing with implementing the Game Plan working collaboratively with our Clubs and members.
- With a passionate and enthusiastic membership base and network of stakeholders and partners, Volleyball England has undergone significant development in the realms of insight generation. How we use that data to have the biggest impact on the sport is critical to our success.
- Consistent with the guiding principles of Volleyball England, the Deputy CEO will ensure that the organisation puts the customer at the heart of decision making while ensuring that the business continues to generate revenue for reinvestment into the sport.
- Volleyball England is now placing focus on the development of digital systems to improve and enhance customer experience. Continuing the digital transformation of the organisation will be a fundamental objective of the role across all strands of the strategy.
- As well as a thriving talent pathway for English athletes, Volleyball England also support the British Volleyball Federation on the distribution and impact of UK Sport National Squads Support Fund (NSSF) for the Great Britain sitting volleyball and Great Britain beach volleyball squads.

VALUES AND CULTURE

The work of Volleyball England is underpinned by five core values and the Deputy CEO and the CEO will lead by example to ensure that these continue to be embedded across all areas of the organisation and its activities.

Connected - We will work to bring together all aspects of volleyball in this country, creating a single, connected volleyball community, able to communicate, collaborate and innovate effectively.

Innovative - We will foster a culture of innovation across the entire volleyball community, encouraging people to innovate and take measured risks to improve every aspect of our sport.

Inclusive - We will actively seek out the broadest range of views and experiences, listen to those who understand why there are barriers to participation and work with them to develop our sport as one which provides opportunities for all.

Respectful - We will treat every member of the volleyball community with the respect they deserve, encouraging others to do likewise, both on the court and off.

Open - We will be honest and transparent in everything we do, accountable for our actions and open about the rationale for our decision-making.



JOB TITLE	Deputy Chief Executive Officer
REFERENCE #	TGP1013
REPORTS TO	Volleyball England CEO
DIRECT RESPONSIBILITY FOR	Volleyball England Hub staff (Direct reports Strategic Managers x 3; Project Officers x 2; Contractors x 2 and Others as necessary and agreed by the CEO)
BASED AT	Volleyball England Hub at Sports Park Loughborough.
SALARY	£40-50k per annum
CONTRACT TYPE	Full time

Equality, Diversity and Inclusion

Volleyball England supports the principle of equal opportunities for all participants, members, representatives and employees whilst working for, or on behalf of the Volleyball England. It opposes all forms of unlawful and unfair discrimination on the grounds of age, colour, race nationality, religion, ethnic or national origin, gender, marital status, sexuality, HIV status, or unrelated criminal convictions, or disability.



THE ROLE

The Deputy Chief Executive Officer (DCEO) will be expected to provide the leadership and management skills to help achieve the organisation's purpose, vision, strategic priorities, guiding principles and values. The successful candidate will be expected to support the delivery of the Volleyball England strategy 'The Game Plan' and, with the CEO, fulfil the responsibilities of the system partner agreement with Sport England.

The DCEO will manage organisational and operational processes and systems, motivating both staff and volunteers, to ensure that Volleyball England is effective as an NGB. The DCEO will lead, develop and manage all staff in the delivery team in the management of the day to day delivery of the business. Members, volunteers and professional staff must be supported and nurtured to ensure the provision of high-quality services that meet stakeholder expectations with an emphasis on constantly striving to maintain and provide quality services to our Volleyball Community.

Principle responsibilities include:

Strategy implementation

- To oversee the implementation of the Game Plan into effective operational delivery that will accelerate the vision and strategic aims of Volleyball England (including reviews every 2 years).
- Initiate proposals to the Board to define and articulate the organisation's delivery strategies for achieving targets and goals.
- To contribute to the Board, Committees and Sub Group meeting reports and discussions.
- Co-ordinate, support and manage the implementation of the delivery plans with the respective Board Sub Groups and Working Groups.
- To work with relevant directors, delivery leads, working groups and staff teams to ensure we are proactive, responsive and consistent in our customer service.

Finance & Risk Management

As a member of the senior management team (SMT) the DCEO works to ensure the long-term financial sustainability of Volleyball England and, supported by the Finance Strategy & Risk Sub Group, be the guardian of the organisation's risk management processes and responsible for the development, management and monitoring of the organisation's annual budget and long-term budget forecast.

To work with the Finance Strategy & Risk Sub Group:

- a. In the preparation of annual budgets for approval by the Board.
- b. In the preparation and iteration of short and long term budget forecasts.
- c. To ensure that the organisation operates within the annual budget and delivers the organisation's strategic objectives.
- d. In maintaining the overall probity of the organisation's finances and ensuring that staff work within prescribed financial controls.
- e. To work with the CEO and staff in maintaining a sustainable cash flow.
- f. Develop and implement the company risk register and risk management processes, asset controls and insurance.

Relationship & People Management

- Responsible for ensuring the effective management, coordination, delivery and monitoring of Volleyball England's day-to-day operations.
- Plays a leading role in promoting a culture across the organisation that reflects the organisation's values, encouraging good life work balance and effective application of the flexible working policy for all staff.
- Maintains structures and procedures to ensure the implementation of The Game Plan through effective objective setting with staff and stakeholders.
- Develop and maintain effective relationships with a range of key stakeholders, funder and partners to support the delivery of the Volleyball England's strategic plan.
- Takes responsibility for all day to day Human Resource functions including but not limited to:
 - The day-to-day responsibilities for the development, maintenance and adherence to the defined suite of policies and procedures relating to HR across the organisation.
 - The recruitment, management, development of staff according to authorised HR policies and procedures.
 - Ensuring staff development opportunities are provided to all staff to maximise personal and professional development.
- Responsible for Contract Management including:
 - Supporting the development of and adherence to commercial and partner contracts.
 - Ensuring the rollout of new products and services, as identified by insight, are effectively coordinated both internally and externally.
 - Ensuring that the IT systems are secure and fit for purpose.
- Ensuring Customer Service principles are maintained at all times including:
 - To lead Volleyball England's engagement strategy, providing strategic oversight and insight to member services and communications with members across the volleyball community.
 - To develop a mechanisms for listening to the views of members, stakeholders, volunteers and staff when measuring performance and developing and improving services.
 - To work closely with key staff, stakeholders, members and funders to provide strategic guidance on operational matters relating to key projects. When required have a hands-on approach to leading the resolution of operational issues.
 - Handle any disciplinary issues and complaints and/or appeals relating to Volleyball England and its membership.

Other

- To attend regular work review meetings with the CEO and undertake any training required to maintain the skills and knowledge necessary for the post.
- To assist the CEO in ensuring the organisation fulfils its legal, statutory and regulatory responsibilities.
- Deputise for the CEO or represent the organisation internally and externally, when required.
- Establish a positive, collaborative working relationship with the Board Chair, providing ongoing reporting on an open and transparent basis and implementing additional ad hoc tasks as requested by the Chair and/or the Board.
- To undertake any other duties as reasonably requested by the CEO from time to time.

THE CANDIDATE

The Deputy Chief Executive Officer will be an excellent leader with experience of managing people, processes and technology in an operational environment. The candidate is likely to have experience within a senior role of an NGB or other sport/leisure-based organisation. They will have a strong command of the issues relevant to volleyball and/ or sport administration in the UK, and an awareness of the broader sporting landscape in the UK and/or abroad.

Applications are invited from candidates who in addition can demonstrate the following range of skills and behaviours.

Essential	Desirable
Experience in a senior leadership role of managing developing and motivating staff	Knowledge of the Sports Code for Governance
Reflects the Volleyball England values	Knowledge of the issues relevant to volleyball, to sport funding and sports administration in the UK
Experience of working with volunteers including board directors	Knowledge and understanding of Volleyball and the sporting landscape
Experience in companywide financial planning and budget management	
Experience in setting and implementing strategic objectives including monitoring and evaluation.	
Experience in managing stakeholders including funding bodies and 3 rd party operators	
Exceptional organisation skills with the ability to prioritise across multiple business areas.	
Experience in using insight to drive innovation and continuous improvement.	
Excellent communication skills.	

HOW TO APPLY

Interested candidates should send a covering letter and application form to jobs@volleyballengland.org

Closing Date: 14th August 2022

Further information about Volleyball England and the application form can be found on our website www.volleyballengland.org

For more information visit us @

www.volleyballengland.org

