



## ROLE DESCRIPTION – PROJECT LEAD (TALENT)

<b>JOB TITLE</b>	<b>Project Lead (Talent)</b>
<b>SALARY</b>	£24,000 to £27,500.
<b>REPORTS TO</b>	Strategic Manager (Volleyball For Life)
<b>BASED AT</b>	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.

The role supports the Beach Performance Programme activities, England senior programmes and age group beach and indoor teams.

### KEY RESPONSIBILITIES

- Lead the planning and delivery of programme logistics for camps and competitions, working closely with the Talent Management Group and team managers.
- Prepare and distribute communications for the talent programme, including (but not limited to) annual handbooks, pre-camp and competition information, the talent calendar, managing enquires via the talent inbox and updates to the talent website.
- Coordinate annual programme processes, including registrations, selections, and de-selections, ensuring accurate and up-to-date records are maintained on the talent data platforms.
- Support compliance with entry requirements for national and international events.
- Project manage tasks related to national funding grants (e.g., SportsAid, Backing the Best) and athlete awards, while also supporting individual athlete fundraising efforts.

- Oversee coach registrations and training, ensuring all regulatory and mandatory requirements are met.
- Collaborate with coaches, support staff, players, and parents to ensure the smooth and successful delivery of all programme activities.
- Provide administrative support for player and coach education initiatives.
- Manage the talent pathway project plan and budgets, ensuring alignment with strategic goals.
- Coordinate key talent initiatives, including DiSE, TASS, Volleyball Futures, and Talent Zones.
- Contribute to reporting for the Board, Volleyball For Life Sub-Group, Sport England, UKAD, and other stakeholders.
- Work with the Digital and Communications Team to support the creation and sharing of national team 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**

<b>Essential</b>	<b>Desirable</b>
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

<b>JOB TITLE</b>	Project Lead Talent.
<b>SALARY</b>	£24,000 - £27,500 per annum.
<b>ANNUAL PAID HOLIDAY</b>	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. 2½ Privilege Days.
<b>HOURS</b>	Full time 37.5 per week, part time hours will be considered.
<b>NOTICE PERIOD</b>	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 OPPORTUNITIES

Volleyball England has an equity policy and is committed to equal opportunities. The equity policy can be found on [www.volleyballengland.org](http://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](http://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). If you have any queries, please email [jobs@volleyballengland.org](mailto:jobs@volleyballengland.org).

Please complete our Diversity and Inclusion Questionnaire [link](#).

The application deadline is Wednesday 4th June 2025 with interviews planned for 10th June 2025.