JOB DESCRIPTION – PROJECT LEAD – GET. KEEP. GROW

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<tr>
<th>JOB TITLE</th>
<th>Project Lead – Get. Keep. Grow (0.6 PT) Maternity Cover.</th>
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<tr>
<td>BASED AT</td>
<td>Volleyball England, SportPark, 3 Oakwood Drive, Loughborough, LE11 3QF.</td>
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**JOB PURPOSE**


The Project Lead – Get. Keep. Grow will work within the Get. Keep. Grow team to help Volleyball England achieve its strategic priorities, namely:

- Support our Club Network through partnerships and resources to establish stronger clubs.
- Building and strengthening the relationship with other universities, colleges and our nine regions.

**KEY RESPONSIBILITIES**

- To maintain and develop our club development opportunities through case studies and workshops.
- To support the development of VolleyZone in line with the membership rollover which includes helping individuals and members to use VolleyZone, develop resources and support with general queries.
- To contribute towards the administration of club development
- To support the Strategic Manager for Get. Keep. Grow with the relevant Communities of Practice.
- To lead on our Higher Education Volleyball Officer programme (HEVO), developing working relationships with students and universities to engage new participants in recreational volleyball. Providing support and mentoring for students to upskill and gain lifelong skills.
- General administration and project support of the Get. Keep. Grow work areas, including answering queries from shared inboxes and building membership reports.
To ensure the work complies with your organisation’s policies, procedures, and good governance.

- To work alongside the Get. Keep. Grow team providing a high level of customer service to all members, volleyball Regions and County associations and other stakeholders.
- Any other administrative and support duties as directed by the Strategic Manager for Get. Keep. Grow or the Chief Executive.

**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**

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<th>Essential</th>
<th>Desirable</th>
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<td>Experience of leading staff, volunteers, partners to meet shared objectives through the delivery of projects or events.</td>
<td>Possess a good knowledge of volleyball and any of its disciplines.</td>
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<td>Managed projects or events within defined budgets and timelines.</td>
<td>Experience of supporting stakeholders with funding opportunities.</td>
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<td>Experience of working in a membership or sporting organisation</td>
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<td>Demonstrate excellent customer service building a strong rapport with key stakeholders, showing understanding of customer’s needs and motivations.</td>
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<td>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.</td>
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Ability to demonstrate strong communications skills (written and verbal).

Proven record in an administration role.

Use of insight to drive innovation and continuous improvement.

A high level of computer literacy and effective communication, both verbally and in writing.

Ability to work evenings and weekends, when required.

Experience of project management and using finance systems

Quick learner and ability to use initiative to solve problems.

**CONTRACTUAL DETAILS**

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<th><strong>SALARY</strong></th>
<th>£22,500 - £25,000 FT equivalent.</th>
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<tr>
<td><strong>TENURE</strong></td>
<td>Maternity cover, fixed term for 11 months, starting 2nd September.</td>
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<tr>
<td><strong>ANNUAL PAID HOLIDAY</strong></td>
<td>22 days per year with 8 Bank/Public Holidays &amp; 2¹⁄₂ Privilege Days (pro rata).</td>
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<td><strong>HOURS</strong></td>
<td>Part time - 3 days per week (0.6FT).</td>
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<td><strong>NOTICE PERIOD</strong></td>
<td>4 weeks.</td>
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**ADDITIONAL BENEFITS**

There is a contributory pension scheme.

A no smoking policy is operational in the National Office and Volleyball England vehicles.

A cycle to work scheme is available to Volleyball England employees.

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.

Please complete our Diversity and Inclusion Questionnaire link.

The application deadline is 12th June 2024.

Interviews are provisionally planned for 17th and 18th June 2024.