



Job Description

Job Title:	Regional Development Officer
Department:	Participation Team
Reporting to:	Head of Clubs & Communities/Head of Workforce
Location:	Home-based

Our Values

We have developed a set of values to guide how we operate. As one archery community:

- We value people for who they are and the contribution they make
- We choose to work and learn together
- We strive for excellence
- We always act with integrity

Job Purpose

The Regional Development Officer is member of Archery GB's Participation Team accountable for delivering agreed projects and initiatives to support an increase in number of people taking up archery across the region(s).

The Regional Development Officer will contribute towards the organisation's vision of enriching lives through archery, and the successful achievement of Archery GB's strategic ambitions, which are:

- Membership Structure
- Empowering Workforce
- Diversity Throughout
- Archer Recruitment
- Digital First
- Pathway & Podium

Key Objectives

1. To develop local plans of delivery to support clubs to gain and retain archers and reduce loss of members
2. Influence change and promote good practice within clubs and partners at local, county, and regional levels.
3. Work in partnership with local and regional partners to develop, promote and enhance archery

This will be accomplished by working with a range of stakeholders from clubs, facility providers, to funders and other partners at national, regional, county, and local level.

Key Activities

- Raise the profile of archery and be an advocate for the sport across the area.
- Attend regular county and region meetings representing Archery GB, as well as provide an opportunity for two-way dialogue from county - region to Archery GB.
- Consult and work with the volunteer workforce, supporting their needs, and to foster a development culture within the archery network.
- Form effective relationships with stakeholders, such as active partnerships, local authorities, and other suitable partners so that they contribute to our development objectives.
- Coordinate and deliver activities by assisting and supporting clubs to develop, improve and grow through connecting strategic objectives to grassroots activity.
- With the Head of Clubs & Communities/Workforce, work to provide advice and guidance to successfully deliver projects and programmes aimed at increasing and retaining members.
- Spearhead national projects as lead officer as prescribed by the Head of Clubs & Communities/Workforce and/or Director of Participation; and work as part of the team on cross-team development activities coordinating activity across the designated area.
- To ensure projects are delivered on time and within agreed costs, reporting to the Head of Clubs & Communities/Workforce on project milestones on an agreed time basis and evaluate the outcomes of programmes and specifically to ensure that good practice is built upon and poor practice minimised.
- To undertake appropriate training and development opportunities.

Key Relationships/Interfaces

The Regional Development Officer will work across the designated area coordinating the delivery of targeted and appropriate projects.

The key relationships will include the:

- Volunteers, archers and clubs, and County and Regional Association volunteers
- Other colleagues of the Participation Team
- Archery GB colleagues including Business Operations & Governance
- External organisations and partners as clubs, facility providers, Active Partnerships

Key Measures

- Archer recruitment and retention
- Member satisfaction data
- Project delivery – milestones and deliverables

Flexibility Clause

The job holder is required to be flexible in their duties and may be required to undertake other duties and responsibilities as specified by Archery GB

Variation Clause

This is a description of the job as it is constituted at the date shown. It is the practice of Archery GB to periodically review job descriptions, to update them and to ensure that they remain relevant to how the job is to be performed.

Last reviewed: February 2021

Archery GB is the trading name of the Grand National Archery Society, a company limited by guarantee no. 1342150 Registered in England.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications & Training	<ul style="list-style-type: none"> • Suitable qualification in Sport/Physical Activity or equivalent • Full clean driving licence 	<ul style="list-style-type: none"> • Educated to degree or equivalent level • Recognised national governing body qualifications
Knowledge	<ul style="list-style-type: none"> • Knowledge of sport and sports policy in the UK • Knowledge of sports development in the community • Understanding of the wider agenda for sport and physical activity 	<ul style="list-style-type: none"> • Knowledge of archery structures in the UK • Knowledge of health and safety regulations
Experience	<ul style="list-style-type: none"> • Experience of working as a volunteer in a sports club environment • Experience within partnership working, with an understanding of all working sectors, including the voluntary sector • Experience of event planning and event delivery 	<ul style="list-style-type: none"> • Experience of archery as a coach or archer • Experience and track record in sports development/coaching • Experience of working with partners such as Sports Councils, Active Partnerships and local authority sport development departments
Skills & Abilities	<ul style="list-style-type: none"> • Ability to form effective relationships with volunteers and shape their behaviour • Ability to work independently as well as part of a team • Ability to collect, record and present accurate research findings to a small team • Good communication and organisational skills and the ability to manage a varied workload 	<ul style="list-style-type: none"> • Ability to plan and work strategically