



Job Description

Job Title:	Director of Participation
Department:	Participation
Reporting to:	Chief Executive Officer
Direct Reports:	Head of Clubs & Communities Head of Workforce Research & Insight Analyst
Location:	Lilleshall National Sports & Conference Centre and 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 Director of Participation, a member of the senior leadership team, will be expected to inspire and provide effective leadership to the Participation Team and to ensure that the organisation's vision of enriching lives through archery is attained through the successful achievement of Archery GB's strategic ambitions.

Key Objectives

- To influence, inform and develop relationships to ensure a high quality of experience for all members of the archery community.
- To lead the strategic development of strategic ambitions of Membership Structure, Empowering Workforce and Archer Recruitment.
- To manage the staff and workstreams responsible for the delivery of the participation agenda.

This will be accomplished by working with a range of stakeholders, funders and other partners.

Key Activities

Participation Leadership:

1. Lead the strategic decision making for the Participation agenda, team, and programmes – including staff, volunteers, and service providers.
2. Establish and lead a continuing performance development programme, including appropriate reviews, that supports the effective participation delivery structure for the sport.

Strategic Development:

3. Report on a regular basis to the CEO against specific strategic objectives and targets through the production of reports, plans and budgets, as required.
4. As part of the senior leadership team, further develop and ensure delivery of strategic ambitions that will influence the growth and development of archery and develop appropriate objectives to ensure a continued increase in participation.
5. Influence policy, strategy and decision makers to ensure that the sport develops an inclusive and diverse culture.

Operational Management:

6. Establish operational programmes that maximise the resources available and deliver effective and meaningful impact on participation figures.
7. Manage the investment budget and strategic forecasts, implementing effective and efficient monitoring systems and controls in conjunction with the Director of Finance & Business Operations.
8. Ensure suitable performance indicators are identified and monitored as part of implementation and where appropriate, identify long term evaluations to measure impact the effectiveness of all services provided to support the success of the sport and its development.

Wider Networks:

9. Develop structures and partnerships appropriate to the changing environment of archery to increase participation and to enhance financial resources being invested in the development of archery in line with the Archery GB objectives.
10. Produce and submit key funding applications as required, develop, and maintain strong relationships and effective communication with funding partners in support of the programme goals, using compliant reporting systems as agreed.
11. Attend such meetings of Archery GB, and other relevant agencies as may be reasonably required (including attending a meeting of the Board of Directors, as requested by the Board).

Key Relationships/Interfaces

The Director of Participation will work with national partners and other key collaborators to lead and support the development of the sport effectively and efficiently.

The key relationships will include:

- CEO and senior leadership team
- Home Nations and Region senior volunteers

- Senior colleagues of the Participation Team
- Archery GB colleagues including Finance, Business Operations & Governance
- Strategic Advisory Group and key volunteer groups
- Sport England and other funding partners

Key Measures

The success of this role will be measured on:

- The achievement of identified key milestone event targets
- Delivery against wider Archery GB Key Performance Indicators
- Individual personal development plan objectives

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: March 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"> • Extensive and proven successful experience in participation/grassroots sport and systems 	<ul style="list-style-type: none"> • Education to degree level would be an advantage. • Ability to work in situations when working hours are inconsistent
Knowledge	<ul style="list-style-type: none"> • A comprehensive understanding of the sporting landscape and knowledge of the needs of grass roots clubs, facilities, coaching and volunteer development • Understanding of funding and commercial opportunities • A broad understanding of governance and a proven commitment to operating within required frameworks • Good understanding of local/regional/national sport structures 	<ul style="list-style-type: none"> • Understanding of archery disciplines and practices
Experience	<ul style="list-style-type: none"> • Experience of project management in sport (ideally minimum of 5 years) with the ability to work methodically, prioritising work and working to deadlines and budgets • Experience of managing Sport England funding submissions • Experience of working with multiple partners, stakeholders, and volunteers to achieve success including working with public funding agencies • Experience in leading and managing cultural change in a sporting setting 	<ul style="list-style-type: none"> • Experience operating at a senior leadership / executive level
Skills & Abilities	<ul style="list-style-type: none"> • Strategic thinker who can establish a vision, provide direction, and inspire teams • A team player with an open and consultative / collaborative style and optimistic approach • Strong planning and organisation skills with the ability to delegate • Outstanding communication skills – written, verbal and presentation • Ability to manage budgets, allocate and maximise resources • Ability to develop, influence and maintain strategic relationships; and build trust and confidence with key stakeholders • Balanced decision making with an ability to make difficult and complex decisions • Strong self-awareness with high emotional intelligence 	<ul style="list-style-type: none"> • Committed to continuous self-development • Energetic and enthusiastic

Additionally, the post holder must have a full driving licence.