

ROLE DESCRIPTION

JOB TITLE:	Hub Manager
SALARY:	£27,000 per annum plus performance related bonus
RESPONSIBLE TO:	Development Director
JOB BASED AT:	Leeds
CLOSING DATE:	9th June

WORKING CONTEXT

British Weight Lifting (BWL) is the national governing body for Weight Lifting and Para Powerlifting in Great Britain and Northern Ireland. Successful funding bids to Sport England and UK Sport provide a strong platform on which to build the sport. As the leading provider of lifting focused competition, education and development opportunities for lifters and coaches, BWL will enhance sport participation over the next four years as well as build on 2016 success to deliver competitive weightlifting and power lifting teams for the 2020 Tokyo Olympics and Paralympics and beyond.

JOB PURPOSE

To grow and support the sports of weightlifting and Para-Powerlifting in the Hub area.

The Hub Manager will work in and around the Hub area to grow and develop weight lifting opportunities, including increasing active participation, developing clubs, coaches, volunteers and helping the organisation achieve a sustainable business model. The role will have a specific remit to translate the BWL strategic plan and core programmes into delivery at a Hub level to hit set targets. The post holder will have a responsibility to create a network of supporting partners to help deliver these targets.

HEADLINE OUTCOMES:

- » Increase awareness of BWL and associated benefits of the NGB and Weight Lifting as a recreational activity and sport in the Hub area
- » Increase participation in Weight Lifting activity in the Hub area, including growing competition opportunities for individuals and groups of all abilities and ages
- » Build, increase and improve the current club infrastructure in the immediate area
- » Organise, promote and deliver an agreed number of BWL accredited education courses and increase the number of qualified coaches and instructors operating within the Hub area
- » Increase the numbers of people in membership of BWL within the Hub area

KEY ROLES AND RESPONSIBILITIES:

- » Support effective implementation of the BWL Strategic plan at a Hub level
- » Effectively establish relationships to provide development and support opportunities to new and existing clubs/activities in the Hub
- » Support and encourage the growth of competitions and events in the Hub area
- » Develop and implement schemes within the Hub area to increase the numbers of people in membership of BWL
- » Support the delivery and development of the Education and Learning programmes
- » Promote all BWL programmes, courses and products
- » Provide support and information to the BWL communications team in delivering the BWL message
- » Meet programme income targets and follow BWL financial policies and procedures
- » Identify local funding support to access relevant schemes
- » Provide support and advice for new and developing clubs including funding applications and building partnerships with local networks
- » Lead the implementation of Club Mark with priority clubs
- » Represent BWL on internal and external working groups and committees as required
- » To provide a monthly progress report to the Development Director
- » To lead and advocate BWL's governance policies underpinning all areas of activity within the sport



PERSON SPECIFICATION

EDUCATION AND QUALIFICATIONS	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> » A degree in a sports related field » Minimum 3 years in the field of sport development or similar business experience 	<ul style="list-style-type: none"> » BWL Level 1 weightlifting
TECHNICAL KNOWLEDGE	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> » Understanding of the Sport England funding stipulations » Understanding of Sports policy and development in the UK » Ability to translate national plans to the local delivery » An understanding of the disciplines of Olympic Weightlifting and IPC Powerlifting » Understanding of the English community sport network » Solid understanding of club development processes and support » Experience in accessing funding and supporting others to access funding » A proven track record of managing and hitting set targets » Exceptional skill in the use of Microsoft office packages 	<ul style="list-style-type: none"> » Experienced deliverer in Olympic weightlifting and IPC Powerlifting » Experience in working with volunteers » Experience in supporting Club Mark applications
PERSONAL ATTRIBUTES	
ESSENTIAL	
<ul style="list-style-type: none"> » Exceptional time management skills » Well organised, confident and a self-motivated leader » Committed to excellence » A relationship builder able to create a network of support for weight lifting through good relationships in the hub area » Keen problem solver » Exceptional interpersonal and communication skills » Willingness to support planned weekend and evening work » An ability to work to targets and deadlines » Full UK drivers license holder and access to a reliable car 	

HOURS OF WORK

The working hours are usually 9am – 5pm Monday to Friday with a half hour lunch with further flexibility from time to time. Some weekend cover is required for events.

HOW TO APPLY

Please send your CV with a covering letter detailing why you feel you are suitable for the role by midnight on the deadline to sue.ward@britishweightlifting.org.

Interviews will be held week commencing 12th June.

If you have not heard from us within 2 weeks of the closing date please assume that your application has been unsuccessful on this occasion.

BWL IS AN EQUAL OPPORTUNITIES EMPLOYER

BWL is a recognised equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of age, disability, gender reassignment, marriage and civil partnership, sexual orientation, pregnancy and maternity, race, religion, belief and gender.

