



WORKFORCE DEVELOPMENT MANAGER – ENGLAND BOXING FULL-TIME, PERMANENT

Background

England Boxing is the National Governing Body for amateur boxing within England and is one of the oldest sports in the world and one which has featured in the ancient and modern Olympics since 1904.

With its own heritage dating back to 1880 and the first national championship taking place in 1881, the organisation is responsible for promoting and developing the sport of amateur boxing at all levels, from grassroots through to the England talent pathway, and in turn passing prospective medallists on to GB Boxing. The organisation is a member of AIBA and EUBC, the World and European governing bodies respectively.

England Boxing has a new strategy in place through to 2027 and has now confirmed its funding with Sport England for the same period. The governing body has gone through rapid change and now has the opportunity to continue to grow and build in both competitive and recreational boxing

With a membership of over 990 clubs, 25,000 competitive boxers, coaches and officials and around 175,000 recreational boxers using the clubs each week, alongside being successful in delivering medals at international championships, the sport also has a significant record in delivering community programmes and activity in inner cities and local communities.

As part of the implementation of a new strategy, the England Boxing is seeking to appoint a Workforce Development Manager to ensure the successful delivery of all training and learning opportunities for coaches, officials, boxers and other volunteers, from entry-level exercise programmes through to those working at the elite end of the pathway.

Job Description

Job Title	Workforce Development Manager
Reporting To	Head of Operations
Responsible for	Training course coordinators and tutor network
Salary	£30,000 - £35,000
Location	Required to have a presence at England Boxing's office in Sheffield, with some remote working considered
Type of Contract	Permanent
Role Purpose	<p>As part of the Operations team, the successful candidate will be responsible for playing a proactive role in the '<i>Thriving Boxing Community</i>' and '<i>An Inclusive, Diverse and Accessible Sport</i>' elements of England Boxing's strategy, as well as having significant input into other elements of the wider strategy.</p> <p>In essence, the role will be responsible for ensuring the creation and instigation of nationally consistent training and learning opportunities for coaches, officials, boxers and other volunteers, from entry-level exercise programmes through to those working at the elite end of the pathway.</p> <p>As well as coaching course development and growth, a significant area of focus will be officiating; including recruitment, the delivery of nationally consistent training and ensuring there is a clear progression pathway from grassroots through to international level, which is accessible to all.</p> <p>It is envisaged the remit will eventually evolve to cover other aspects of the development function, including the instigation and delivery of innovative and engaging programmes to increase recruitment and retention into the sport, and ways of financial viability, sustainability and growth of the organisation.</p> <p>Working with the Club and Community Manager, the role will also see involvement in applying for grants and other commercial initiatives to support the organisation in the broader community engagement and outreach programmes. There will also see close liaison with the Compliance and Safeguarding Manager to ensure coordination with other regulatory courses such as safeguarding and anti-doping programmes.</p>

	Please note the job will require flexible working hours, including evening and weekend work and attendance at National Championship finals.
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Key Accountabilities	<ul style="list-style-type: none"> • To lead and develop the ‘<i>Thriving Boxing Community</i>’ and ‘<i>An Inclusive, Diverse and Accessible Sport</i>’ elements of the England Boxing strategy. In addition, help develop and deliver the broader England Boxing strategy as required. • To lead in the establishment, development and delivery of comprehensive, co-ordinated curriculums and individual course syllabuses for coaches, officials, and other volunteers. This to include, where appropriate, obtaining course accreditation for the programmes offered. • To ensure up-to-date approaches to learning are embedded into the organisation, in order to maximise the development of the widest possible audience. This to include consideration of Sport England and other stakeholder plans and directions of travel. • To recruit, develop and train course tutors, and to apply all the necessary quality assurance checks and processes in order to ensure that courses are delivered consistently and to the highest standards across the country. • To oversee the delivery of the booking and organising of the training courses including the maintenance of up-to-date manuals and appropriate records including financial transactions, delegate attendance and attainment figures etc. • To instigate, develop, deliver and monitor, where applicable, suitable boxing courses, including transition / educational programmes at all levels and age groups, for fitness, recreational and competitive boxers. This to include other learning opportunities as required to enhance the boxing programmes, e.g. anti-doping, nutrition and conditioning. • To work with appropriate representatives to ensure that the recruitment / appointment processes (and the associated training) for coaches and officials, are open to all and with an equal and transparent opportunity to develop and progress, from grass roots through to international level. Responsibilities to include input into the selection to and participation in international qualification courses.
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	<ul style="list-style-type: none"> • To work with and attend appropriate sub-committees to ensure that current and new initiatives, policies, technical development etc are delivered to the highest standards and overall strategic aims. • To develop policies and initiatives as directed, ensuring that the sport of boxing is accessible to all, including the specific development of a disability boxing programme. Also, to work with other departments in the development of licensing opportunities for education and training. • To look at innovative ways, including working with the insight function and using advances in technology to develop initiatives that enhance and support the England Boxing regions and clubs in the recruitment, retention of the membership and development of the sport to recognised best practice. • To provide and or coordinate technical input into the development of appropriate rules and regulations, especially in regard to the development and content of organisations Rule Book. • To manage the department budget and staff within this remit. • To provide support and input into the senior management team as required, and specifically into the delivery of the organisation's strategic plan and Sport England funding programme. • To perform any other duties as reasonably required in order to meet the objectives of the organisation.
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<p>Person Specification</p>	<p>Essential:</p> <ul style="list-style-type: none"> • Minimum three years' experience in developing and writing training and education programmes in a sporting environment.
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	<ul style="list-style-type: none"> • Understanding and awareness of community and high-performance training programmes and environments, and the issues faced in delivering within them. • Experience in setting goals, targets and measures, and implementing subsequent implementation plans. • Comfortable operating in a fast-changing and challenging environment with excellent people / relationship management skills and the ability to influence and engage. • Track record in the successful management of budgets and staff including their on-going development. • Excellent written and verbal communication skills. Along with appropriate IT skills, specifically Microsoft Word, Excel and PowerPoint. • To be resilient and able to demonstrate leadership, and have experience operating at a management level. <p>Desirable:</p> <ul style="list-style-type: none"> • Knowledge of boxing, including technical and rules and officiating experience. • Experience in developing equitable recruitment and selection policies. • Be able to demonstrate creativity and the instigation and production of innovative and cost-effective development programmes. • Holds a full UK Driving Licence and access to a vehicle. • The role will require travel throughout the country for meetings/events and work unsocial hours including evenings and weekends (as required).
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To apply

In order to apply for this role with England Boxing, please send CV and cover letter to hrapplications@englandboxing.org.

The closing date for applications is Friday 17th June.

Valuing Diversity

England Boxing Ltd is committed to valuing diversity and seeks to provide all staff with the opportunity for employment, career and personal development on the basis of ability, qualifications and suitability for the work as well as their potential to be developed into the job.

We believe that people from different backgrounds can bring fresh ideas, thinking and approaches which make the way work is undertaken more effective and efficient.

The Company will not tolerate direct or indirect discrimination against any person on grounds of age, disability, gender / gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion or belief, sex, or sexual orientation whether in the field of recruitment, terms and conditions of employment, career progression, training, transfer or dismissal.

It is also the responsibility of all staff in their daily actions, decisions and behaviour to endeavour to promote these concepts, to comply with all relevant legislation and to ensure that they do not discriminate against colleagues, customers, suppliers or any other person associated with the Company.