



HEAD OF OPERATIONS – ENGLAND BOXING FULL-TIME, PERMANENT

Background

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

With its own heritage going back to 1880, the organisation is responsible for promoting and developing the sport 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 IBA 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 has the opportunity to continue to grow and build in both competitive and recreational boxing.

In order to achieve this, England Boxing is looking to employ a Head of Operations.

As part of the senior management team, the candidate will be responsible for ensuring all elements of England Boxing's 2022-27 strategy are operationalised.

In essence, the role will be responsible for ensuring the development, and implementation, of cost-effective national strategies, including extensive use of insight, that drives growth in the sport through member clubs being more sustainable and playing a broader role in their local communities.

The role will also look to expand upon numerous national partnerships that exist to help club development. This specifically includes linking in with Sport England and their strategies and, in doing so, ensuring that boxing complements national programmes and policies.

Job Description

Job Title	Head of Operations.
Reporting To	CEO.
Responsible for	The management and successful delivery of all operational elements detailed within England Boxings 2022-27 strategy.
Salary	Competitive, and subject to experience.
Location	Flexible, but regular presence required in our Sheffield office.
Type of Contract	Permanent.
Role Purpose	<p>In essence, the role will be responsible for ensuring the development, and implementation, of cost-effective national strategies, including extensive use of insight, that drives growth in the sport through member clubs being more sustainable and playing a broader role in their local communities.</p> <p>The role will also look to expand upon numerous national partnerships that exist to help club development. This specifically includes linking in with Sport England and their strategies and, in doing so, ensuring that boxing complements national programmes and policies.</p> <p>The role includes the line management of the Workforce Development Manager, Club and Community Manager, Competitions and Events Manager and the Membership Services Manager and their respective delivery plans. The successful candidate will also provide close support to the Head of Performance, National Compliance Manager and Communications Manager, ensuring clubs and members can access benefits from joining England Boxing and follow the relevant regulations and training e.g. safeguarding.</p> <p>In addition, and as part of the programme to fund the various initiatives, the role will require full involvement with the CEO, leading on grant/funding acquisition.</p> <p>Please note that the role will require flexible working hours, including evening and weekend work, as well as attendance at National Championship finals.</p>

Key Accountabilities	<ul style="list-style-type: none">• To lead on operationalising, delivering and successful completion of all elements of England Boxing's 2022-27 Strategy.• To develop good governance policies and practice for clubs and members in order to optimise club delivery and revenue-generating opportunities.
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	<ul style="list-style-type: none"> • To seek, apply and oversee revenue-generating grants and funding opportunities. • To manage the Workforce Development Manager, Club and Community Manager, Events and Competitions Manager and the Membership Manager, including their performance and development. • To ensure England Boxing maximises the profile, promotion and awareness of its work, including liaising with the England Boxing Communications Manager and other stakeholders. • To oversee and manage all operational budgets, including nationally-agreed contracts and service level agreements. • To maintain and develop relationships with various national partners, stakeholders and third parties who can assist in the development and growth of boxing and the clubs. This includes the maintenance and development of the relationship with Sport England. • To investigate / research opportunities that can highlight, showcase and celebrate the role that boxing clubs play in their communities. • To ensure the team develop skills in insight and learning so that they understand more about member behaviours and motivations. • To work with and attend, as appropriate, sub-committee and board meetings as required, to ensure that current and new initiatives are clearly articulated, developed and instigated at the appropriate level of delivery. • To develop policies and initiatives as directed, ensuring that the sport of boxing is accessible to all, guiding and assisting clubs on how they can be inclusive to all sectors of society. • To perform any other duties as reasonably required to meet the objectives of the organisation.
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Person Specification	<p>Essential:</p> <ul style="list-style-type: none"> • Minimum five years' experience of developing grass roots sports projects. This to include writing, instigating and developing relevant strategies. • Significant and demonstratable experience in writing developing, delivering and subsequent monitoring and reporting of grant funding applications, especially those using charitable and public funds. • Experience of working with community projects and interventions that use sport as the context for personal and community development. • Experience in developing, and the practical implementation of, good governance policies and procedures at grass root level. • Experience of setting KPIs, monitoring performance and programme or contract risk management. • Experience in managing and developing a team, including their on-going development. • Comfortable operating in a fast-changing and challenging environment with excellent people / relationship management skills and the ability to influence and engage. • A track record in the successful management of budgets. • Excellent written and verbal communication skills, along with appropriate IT skills, specifically Microsoft Word, Excel and PowerPoint. • Experience using insight and research methods to help better understand membership behaviour and motivations and apply learnings to improving and developing future work. • To be resilient and able to demonstrate leadership, and have experience operating at a senior management level. • A demonstratable understanding of the need to co-produce / collaborate with stakeholders and impact of same. <p>Desirable:</p> <ul style="list-style-type: none"> • Knowledge of boxing and the role that clubs can play in community development.
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	<ul style="list-style-type: none"> • Experience and understanding in dealing with public body funders, including; use of insight / data, writing, monitoring and subsequent reporting on funding applications. • Experience in developing and growing a charity / foundation. • Demonstrable creativity, instigation and production of innovative and cost-effective development programmes.
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To apply

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

Please mention job title in the subject heading of the email.

The closing date for applications is Friday 9th September 2022.

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.