



## **CLUB SUPPORT OFFICER, South East Region**

### **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's vision is to '*Inspire And Transform Lives Through Boxing*' and has a robust strategy and funding plan up until 2027. Alongside being successful in delivering medals at international championships, amateur boxing also has a significant record in delivering community programmes and activity in inner cities and local communities.

Recent independent academic research has demonstrated a unique role that boxing clubs can play as crucial 'hubs' within their communities.

An opportunity has arisen to appoint a new Club Support Officer who will be responsible for helping clubs be more sustainable in the **South East Region**.

The successful candidate will join the existing team of 7 Club Support Officers.

Closing date for applications is **Monday 18<sup>th</sup> March 2024 by 5pm**.

## Job Description

<b>Job Title</b>	Club Support Officer, South East Region
<b>Reporting To</b>	Club and Community Manager
<b>Responsible For</b>	Developing club sustainability within the region and supporting national objectives agreed with Sport England.
<b>Salary</b>	£25,000 per annum.
<b>Location</b>	Home based or hot desk within the region
<b>Type of contract</b>	Permanent.
<b>Role Purpose</b>	To provide development support for boxing clubs and, in doing so, provide the transition to sustainable regular participation in clubs to all members of the community.
<b>Key Accountabilities</b>	<ul style="list-style-type: none"><li>• Understand the political landscape for sport and activity in the region and establish relationships that positively impact on clubs. As such, act as an agent of change working with partners to create strategic action plans for the aim of improving club sustainability and achieving targets.</li><li>• Analyse the needs of the clubs in regard to retaining and growing participation.</li><li>• Devise and implement solutions drawing on tools provided by England Boxing and wider sporting landscape.</li><li>• Help and advise clubs to meet objectives in the Government strategy for sport based around achieving wider social outcomes.</li><li>• Support clubs to overcome any issues that impact on clubs' sustainability and development, such as facility development, rent and lease agreements, asset transfer, club committees, finances and grant applications, and business planning.</li><li>• Act as an advocate on behalf of clubs.</li><li>• Engage with various key partners in the region to ensure that the most effective solutions to support affiliated clubs are delivered.</li></ul>

	<ul style="list-style-type: none"> <li>• Improving the communication and relationship between the clubs and the NGB.</li> <li>• Support clubs to ensure they have the right volunteers in place to operate efficiently to deliver and grow their volunteer workforce providing appropriate training and mentoring.</li> <li>• As appropriate, and with direction from the England Boxing, Senior Management Team, act as a themed specialist, supporting the network of Club Support Officers. Specialisms could include facility development, volunteering workshops, female participation, inclusive practices for example.</li> <li>• Ensure that working practice adheres and reflects England Boxing policies.</li> <li>• To work to agreed targets providing meaningful data from the region to support data collection and insight.</li> <li>• Provide regular reports to the Communications Manager to highlight good practice in your region.</li> </ul>
<p><b>Person Specification</b></p>	<p>Essential:</p> <ul style="list-style-type: none"> <li>• Knowledge and understanding of what clubs need in order to be sustainable for the future.</li> <li>• Understand how to use insight to inform best business planning with clubs and the region.</li> <li>• Substantial experience of working with and supporting grass roots sport/clubs.</li> <li>• Evidence of successfully supporting clubs or organisations with funding applications, and fundraising.</li> <li>• Experience of partnership working and building relationships with individuals and organisations.</li> <li>• Passionate about community development and participation.</li> <li>• A good understanding of the policies and principles around government objectives for sport.</li> </ul>

	<ul style="list-style-type: none"> <li>• Respects and relates well to people of diverse backgrounds.</li> <li>• Strong communication skills evident in conflict resolution and negotiation.</li> <li>• Hard working and flexible in approaching and dealing with challenges that arise.</li> <li>• Strong IT skills in the use of Microsoft Office to include Word, Excel, PowerPoint, Outlook and Teams.</li> <li>• Ability to work independently using initiative whilst also contributing to the national team.</li> <li>• Experience in working on community development &amp; community sports projects.</li> </ul> <p>Desirable:</p> <ul style="list-style-type: none"> <li>• Degree-level qualification in sport, management, or other related area.</li> <li>• Qualification related to community capacity building or volunteering.</li> <li>• Marketing, development and / or business planning experience.</li> <li>• Ability to work independently using initiative whilst also contributing to the national team.</li> </ul>
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### To apply

In order to apply for this role with England Boxing, please send a CV and covering letter to [hrapplications@englandboxing.org](mailto:hrapplications@englandboxing.org), headed “**South East Region Club Support Officer**”.

Please state clearly in your covering letter how you meet the criteria set out in the person specification demonstrating where you have relevant experience to undertake the role.

## **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.