

Job Description

Job title	Sport Engagement Officer
Reports to	Deputy Head of Education
Grade	3
Directorate	Strategy and Education
Term	12-month fixed term contract

Job purpose

Work collaboratively with internal and external partners to develop and coordinate an annual support programme for National Governing Bodies (NGBs) to encourage them to maximise prevention of doping through education.

Identify and facilitate the sharing of best practice across the UK, supporting over 100 NGBs from across the UK.

Develop and implement a rigorous and effective monitoring process to ensure NGBs meet the mandatory clean sport education requirements (and ensure their compliance with the National Anti-Doping Policy).

Responsibilities

Programme Coordination and Development

- Support NGBs to develop, implement and monitor their clean sport education strategies and implementation plans.
- Develop and implement an innovative annual calendar of support to ensure NGBs can access appropriate resources, including the opportunity to share practice across the sector.
- Ensure the needs of NGB and other key partners are reflected in organisation wide campaigns and events, specifically Clean Sport Week and Clean Sport Connect.
- Provide critical feedback on NGB education strategies as required.
- Support a robust equivalency process for NGBs to gain UKAD approval for use of their own resources.
- Coordinate and support a team of National Trainers to implement the support programme and an annual cycle of monitoring (using UKAD's learning management system and other online solutions where appropriate) to support NGBs and provide

an accountability mechanism for their education strategies and implementation plans.

- Liaise with NGB personnel following requests for specific support (e.g. workshops, outreach) and follow internal processes to allocate appropriate resources.
- Engage in and support the development of education team plans including contributing to the annual impact report.
- Work with the Deputy Head of Education to manage the risks associated with key NGB work areas.
- Support the Deputy Head of Education to manage the financial resources required to ensure the successful implementation of the NGB support programme and monitoring function.
- Undertake organisational reporting as required.
- Ability to gather, analyse and use data to respond to the needs of partners.

Relationship Management

- Develop and maintain positive working relationships with key personnel with a remit for anti-doping within an NGB and support the relationships and work with wider sports partners where required.
- Work closely and collaboratively with other internal teams (with a focus on Assurance, Communications and Stakeholder Engagement staff) to ensure a collaborative approach to stakeholder engagement and to ensure an alignment of our key messaging.
- Develop positive working relationships with internal UKAD teams that are required to offer technical input as part of wider support programme for NGBs.

Organisational and People Management

- Coordinate and deploy National Trainers with responsibility for supporting the Assurance Framework education work strand.
- Facilitate relevant training and support for National Trainers to ensure they can fulfil these roles effectively.

Policy and Procedures

- Engage with any Policy or Code revision processes as required, including assisting the Head and Deputy Head of Education with the implementation of the International Standard for Education and Code requirements.
- Adhere to organisational policies and procedures.
- Participate in and where appropriate lead the review and development of specified UKAD business procedures and processes.
- Support the organisations quality management standards.

Key internal and external contacts

- Education team
- UK Anti-Doping colleagues
- National Governing Bodies (including Anti-Doping Leads, Board Members)
- Partner organisations, including Home Country Sports Councils
- Government Agencies
- Suppliers and service providers
- Colleagues at NADOs
- Event Organisers

Person specification

Qualifications/experience/knowledge

- Minimum of three years' experience in managing programmes and projects.
- Experience of working within a sports organisation, NGB or similar, or further level education.
- Knowledge of the sport structure in the UK and the issues faced by high-performance and recreational/amateur sport in relation to anti-doping and drug misuse (desirable).
- Knowledge of the International Standard for Education and UK Anti-Doping rules and policies (desirable).
- Experience of writing strategic plans and/or supporting colleagues in writing a strategic plan within an education or sport setting.
- Experience of working with senior staff members in organisations using reflection as a key tool to reach consensus decisions (desirable).

Skills

- Proactive, enthusiastic, personable and professional – team player.
- Excellent writing and verbal communications skills.
- Ability to develop education programmes in a range of formats.
- Ability to adapt complicated and technical information into simple user-friendly content.
- Learning programme design and curriculum development experience (desirable).
- Good planning, organisation and monitoring ability with the capability of working on multiple projects and still producing high-quality results.
- Ability to build and sustain relationships with a network of key people internally and externally to achieve impactful results.
- Able to develop innovative solutions and use initiative in problem-solving, including the ability to assess risk and take decisive action.
- Ability to balance and prioritise a demanding workload, remaining calm under pressure.

- Confident presenter and external speaker adjusting communication, style and approach as required.
- Able to cope in challenging environments, including delivering critical feedback with tact and diplomacy.
- Excellent attention to detail, able to review content effectively pre-publication.
- Experience in the use of IT systems and database systems.
- Ability to work in a team where team members are based across multiple sites.
- Ability to manage sensitive and confidential information.

Additional information

Working hours are 36 hours a week although flexibility is required in order to ensure core objectives are achieved. Some out-of-hours work, particularly weekend work, conference calls with international colleagues outside of core work hours, and occasional travel, will be required.

This job specification should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in light of the changing needs of the organisation.