

## UK DEAF SPORT PARTNERSHIPS MANAGER - PARTICIPATION

### JOB DESCRIPTION AND PERSON SPECIFICATION

Job Details	
<b>Post:</b>	Partnerships Manager - Participation
<b>Reports To:</b>	Chief Executive Officer
<b>Responsible for:</b>	Marketing and Communications Officer
<b>Duration:</b>	Full Time 37.5 hours per week
<b>Location:</b>	Home Based
<b>Salary:</b>	£32 - £36k per annum

Overview
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UK Deaf Sport is the leading organisation for deaf sports in the UK. Our vision is Every Deaf Person Active and Inspired by Sport and Physical Activity. We provide support, raise awareness for fairness and campaign for deaf people, ensuring equal opportunities in sport and physical activity. Our mission is for more deaf people to participate in sport throughout their lives and more deaf athletes to perform on the world stage.

We increase opportunities by collaborating in partnerships with key organisations creating a sporting future that is fair and inclusive from grassroots to elite sport, empowering deaf people to reach their full potential. We support deaf children, young people and adults, and work with decision-makers and professionals to overcome the challenges and barriers that prevent equal opportunities for deaf people in sport at all levels.

As the National Governing Body for Deaf Sport, we are responsible for ensuring good governance, raising awareness, increasing participation and winning more medals on the world stage. This includes working with partners domestically, working with Government and the administration and coordination of all National Teams competing abroad, at both a British and Home Nation level. UKDS is responsible for the management of the DeaflympicsGB Team that competes in the Summer and Winter Games.

The Partnerships Manager will build and strengthen communication and effective relationships with UK Deaf Sport key stakeholders to increase the number of opportunities for deaf people to participate in sport and physical activity. This includes the deaf community, existing and new sport and non-sport partners and UK Deaf Sport Members. The Partnerships Manager will also oversee the development and delivery of projects and programmes to increase the participation of deaf people in sport and physical activity across the UK.

It is an incredibly exciting time to be working at UK Deaf Sport. If you believe you have the skills and experience to help us realise our vision, then we would love to hear from you. We will be happy to answer any additional questions you may have, and we will be delighted to have an informal discussion with any potential applicant.

We encourage applicants who are from underrepresented groups, across protected characteristics, as we value the benefits of a diverse pool of applicants to find the best candidate. Lived experience of

deafness would be highly beneficial but not essential. If you require a BSL interpreter, or have other accessibility needs, please advise and we will make the necessary arrangements.

### **Equality and Diversity**

UK Deaf Sport is committed to championing equality and diversity in all aspects of employment and in the services that it provides. All UK Deaf Sport employees are expected to understand and actively promote the Equalities, Diversity and Inclusion Policy in the course of their work and influence and encourage the empowerment of disabled people within sport and physical activity.

UK Deaf Sport uses the term 'deaf' in this job description to cover a range of potential definitions of deafness, including those who are profoundly deaf, have significant hearing loss or are hard of hearing. It is acknowledged that definitions and understanding of Deaf and deafness can be complex. Within the deaf community there are perceptions around the level of deafness where some who are completely deaf consider themselves to be different compared to those with hearing loss. This also includes the use of the terms Deaf and deaf whereby the use of a capital D in Deaf can denote those who identify as having a cultural and shared experience of being Deaf, usually with profound or little hearing and may use sign language, whereas the use of lowercase d in deaf can refer to those who have both a significant hearing loss or are hard of hearing.

### **Partnerships Manager Main Purpose**

The Partnerships Manager will be responsible for identifying, developing, supporting and maintaining relationships with key partners and stakeholders via excellent collaborative relationships. These include the deaf community, deaf sport and non-sport organisations and UK Deaf Sport Members. The aim of the post is to achieve greater connectivity and strengthen relationships among organisations to increase the number of deaf people participating in sport and physical activity.

Stakeholders include:

- National Governing Bodies of Sport (NGBs).
- National Deaf Governing Bodies (NDGBs).
- UK Deaf Sport Members.
- National Disability Sport Organisations.
- Third Sector Organisations.
- Active Partnerships.

The Partnerships Manager will also oversee the development and delivery of projects and programmes to increase the participation of deaf people in sport and physical activity across the UK.

### **Partnerships Manager Key Responsibilities**

- **Establish Relationships and Build Collaborative Partnership Working**
- Build and maintain strong, effective working relationships with key partners and stakeholders at all levels across the sport and physical activity landscape to support them to become more effective and increase the number of deaf people taking part in sport and physical activity to enable UK Deaf Sport to achieve its objectives.

- Support National Deaf Governing Bodies in improving the environment and processes for deaf athletes to compete in sport.
- Put in place and maintain Partnership Agreements with key stakeholders.
- Identify and establish relationships with wider non-sport sector organisations to increase the number of deaf people taking part in sport and physical activity such as the National Deaf Children's Society.
- Improve partnership working between the sport and physical activity and non-sport sectors and networks at locality place based, regional and national level to increase the number of deaf people participating in sport and physical activity.
- Support and enhance links and relationships between local networks, individuals and sporting organisations and UK Deaf Sport to maximise the number of deaf people participating in sport and physical activity.
- Support UK Deaf Sport's communications and marketing activity including line managing the Marketing and Communications Officer and UK Deaf Sport's stakeholder messaging, profiling and engagement. Ensure all sport and physical activity information on UK Deaf Sport platforms are relevant and up to date.

## **2. Provide Advice, Information and Guidance**

- Provide leadership, advice, information and guidance to professionals on embedding inclusive practices for deaf people in sport and physical activity to support partners to develop their plans and achieve their objectives.
- Assist the Governance and Insight Manager with the development of a database and tracking systems to produce participation baseline statistics and reports for ongoing analysis of trends and participation levels of deaf people in sport.
- Facilitate and share knowledge on current insight, information and resources to support key strategic partners in improving the way sport and physical activity for deaf people is planned, managed and delivered in their organisation.
- Support and improve the professional and volunteering workforce in becoming confident and competent in working with and for, deaf people. For example, by providing access to advice, resources and research and work with partners to develop training and support packages and resources for the benefit of deaf athletes, coaches, officials and support staff.
- Increase key stakeholder's understanding of the benefits of sport and physical activity by people who are deaf.
- Engage and support UK Deaf Sport Members and manage the Membership Programme.
- Create and facilitate opportunities to share best practice and learnings from evaluation and insight with relevant partners to use in their operations and programme delivery to assist in continuous improvement for the benefit of deaf people.
- Support safeguarding obligations to be met and share best practice across UK Deaf Sport Members and wider stakeholders e.g., members, volunteers.

## **3. Operations**

- Support the development of funding bids for projects/programmes that increase participation opportunities for deaf people in sport and physical activity across the UK and oversee their delivery.
- Develop a thorough understanding of, map and retain a contact list of key sport and non-sport stakeholders and use this understanding to identify partners and potential collaboration opportunities.
- Where appropriate, contribute to the gathering of information and development of measures to map out existing levels of sport and physical activity participation and current activities being delivered for deaf people. Specifically, identify gaps in knowledge for future research planning and implementation and monitor the level of participation and help identify blockages to participation.
- Attend and support national, regional and local events, exhibitions and conferences to represent UK Deaf Sport.
- Produce written progress reports as required for Funders, CEO and the UK Deaf Sport Board when required.
- Manage the delivery of projects/programmes, project budgets and maintain accurate financial records in line with the Funder and/or organisation requirements where appropriate.

#### **4. Any other duties**

- Undertake any other duties and responsibilities appropriate to the post as determined by the CEO or the UK Deaf Sport Board.

### **Person Specification**

#### **Essential Criteria**

1. Educated to degree level in a relevant subject or equivalent qualification or relevant experience.
2. Proven knowledge, ability and at least 2 years' experience in stakeholder management, partnership working, building and maintaining relationships at a National, Regional and/or Locality place-based level within the sport or physical activity sector.
3. Knowledge and experience of engagement with disability sport and sport sector structures and stakeholders at National level.
4. An understanding of and/or experience of working with and/or supporting deaf people to participate in sport and physical activity.
5. The ability to be a strong advocate for UK Deaf Sport and all the programmes and activities it delivers and supports.
6. Experience of the development and delivery of projects and programmes to increase the participation of deaf people in sport and physical activity across the UK.
7. The ability to analyse research/insight and apply this into practice to help with embedding inclusive practice across organisations and sectors.
8. Excellent organisational and communication skills (written, verbal and listening), attention to detail and understanding of inclusive and accessible communication.

9. Excellent administrative and information technology skills. Proficient in the use of Microsoft Office products (Word, Excel, PowerPoint).
10. Ability to use own initiative, plan ahead and to work accurately to tight deadlines, and to prioritise competing priorities between conflicting demands.
11. Comfortable in working with a range of stakeholders in a variety of situations and at all levels.
12. Takes personal responsibility for ensuring the job gets done, and also comfortable asking for help whenever required.
13. Ability to travel and work independently and willingness to work some evenings and weekends as needed to deliver events programme
14. An understanding of and commitment to equal opportunities.

**Desirable**

1. Lived experience of deafness.
2. Experience of working in a lead partnership role in disability sport.
3. Understanding of safeguarding and risk in sport.
4. Experience as an athlete or coach.
5. Experience of developing grassroots sporting initiatives.