

Job application pack

Dear applicant

Thank you for your interest in applying for a post at Bankside Opens Spaces Trust.
Please read the following instructions carefully in order to apply for the vacancy.

How to apply:

With reference to the Job Description & Person Specification below, please send the following by email to charlotte@Bankside Open Spaces Trust.org.uk:

1. An up-to-date CV
2. A supporting statement of no longer than two pages demonstrating how your experience covers the Essential and Desirable criteria in the person specification below.

Please set out your statement using the headings in the Person Specification under which you explain how you meet the criteria.

3. Details of two referees (we will not contact these before interview).
4. Any further relevant details or evidence.

Deadline: Wednesday 13th March at 5pm

Job Description

Job title: Sports Development Manager

Two year contract from April 2019 - March 2021

Location: Red Cross Garden, 50 Red Cross Way, London, SE1 1HA

Salary: Scale 30-34 incl. Inner London Weighting (currently £28,771 – 31,935)
3.5% pension

Responsible to: CEO

Responsible for: Site Wardens, Contractors, Relevant volunteers

Annual leave: 25 days plus bank holidays

Job purpose

The post holder will be responsible for the overall development and management at the Marlborough Sports Garden. This is a key project for Bankside Open Spaces Trust to develop sustainable sports services for the local community. The role will involve developing income sources as well as managing delivery staff, monitoring and evaluation of activity and marketing and communications. The post holder will work closely with the CEO and Landscape Architect and between them act as client and project manager for the planned capital works at the site.

Summary of tasks

1. Encouraging ownership and close links with local residents, individuals, groups and schools through appropriate consultation, events and involvement at all stages of development. This will include developing events, coached activities, and stay and play sessions, as well as activities for schools.
2. Supporting, developing, and servicing the Forum at the Marlborough Sports Garden and other means of community participation.
3. Developing the income generation potential of the Marlborough Sports Garden, liaising with customers to develop initiatives and sports court hire, as well as developing business plans and working to secure investment.
4. Plan towards a business model that is self-funding, once an initial period of grant investment has elapsed.
5. Risk-assess and plan for relevant development or contraction of services according to the business model.
6. Work with the CEO to set the budget for the Marlborough Sports Garden, managing the budget for the development, and working towards future financial sustainability.
7. Work with the CEO and Fundraising Manager to secure sponsorship, donations, and grant funding for capital and revenue development of the project.

8. Setting up and implementing systems for monitoring and evaluating usage at the Sports Garden.
9. Liaising with funders and partners including budget monitoring and report writing against grants secured.
10. Working in partnership with relevant Southwark Council departments, particularly taking responsibility for agreement, and fulfillment of conditions of the lease and management contract.
11. Developing a maintenance and management plan, and to line manage staff and contractors including sessional site managers and cleaners.
12. Developing a programme of sports related volunteering opportunities. Managing some volunteers directly where they contribute to the work above.
13. Ensuring all health and safety and safeguarding protocols are followed including risk assessment, appropriate signage, first aid provision and other precautions.
14. Assisting with community involvement, as appropriate, in open spaces across Bankside, including working with relevant forums and involvement in various events.
15. Oversee, with the CEO and Landscape Architect, the contract management of the design consultants during the capital work, ensuring smooth running of the project to deadline and to budget.
16. Developing the public profile of Bankside Open Spaces Trust and fostering good relationships with private and public community and voluntary sector groups.
17. Representing Bankside Open Spaces Trust at external meetings.
18. Carrying out all duties in accordance with Bankside Open Spaces Trust's policies including Equal Opportunities, Health and Safety and Safeguarding.
19. Any other duties commensurate with the nature of the job and the aims of Bankside Open Spaces Trust.

Bankside Open Spaces Trust Project Manager Person Specification

Skills and Experience	<ul style="list-style-type: none"> • Good understanding and experience of community sports initiatives • Successfully managing complex projects, delivering on budget and time • Managing and motivating staff and volunteers • Excellent communication skills including public speaking, project marketing, and income generation
Knowledge (including education and training)	<ul style="list-style-type: none"> • Educated to degree level or equivalent • Knowledge of relevant computer functions including word, excel, web, email, and other relevant software.
Understanding	<ul style="list-style-type: none"> • Understanding of and commitment to community participation. • Able to use own initiative • Commitment to equal access to services, and awareness of ways to reduce barriers to participation. • Experience of managing a building or open space.
Desirable	<ul style="list-style-type: none"> • Sound research skills • Business and strategic planning