

## **Cerebral Palsy Sport**

### **Head of Sport & Physical Activity (Maternity Cover) Applicant Information Pack**

**March 2022**

#### **Dear Applicant**

Thank you for showing an interest in applying for the post of Head of Sport & Physical Activity (Maternity Cover) with CP Sport.

This pack is designed to provide you with a brief overview of CP Sport and what we do as well as a full job description and person specification for the role.

#### **About Cerebral Palsy Sport**

CP Sport is the national disability sports organisation supporting people with cerebral palsy to be able to access and enjoy being physically active throughout their lives.

We collaborate with local, regional and national partners to provide physical activity that is accessible and enjoyable for people with cerebral palsy – children, young people and adults, all across the UK. We support everyone with cerebral palsy to have the opportunities, capability and motivation to participate in a wide range of physical activities and which suit a variety of interests.

We work hard to make physical activities accessible for everyone with cerebral palsy. Our expert specialist support for parents, support workers, teachers, coaches, physiotherapists, occupational therapists, sport providers and other professionals enable sport and sessions to be adapted to suit individual needs.

Our friendly and welcoming community brings together people with cerebral palsy, their families and friends, volunteers and those working in the disability sport sector who provide local and national opportunities. We are part of a vibrant network, we collaborate with partner organisations, working together to break down barriers that prevent disabled people from enjoying active lives.

We are here to enhance the lives of people with cerebral palsy and the wider disability sport community. Signposting to local, accessible activities and campaigning with our members, fundraisers and partners, we raise awareness of cerebral palsy, as well as the physical and mental health and wellbeing benefits of being active. Becoming physically active is life enhancing – increased confidence, increased motivation, reducing social isolation, not to mention the range of mental and physical wellbeing benefits which can improve daily life in the long term.

**Our vision** is that everyone with Cerebral Palsy enjoys a lifetime habit of sport & physical activity.

**Our mission** is to influence the sector and wider society so that every person with cerebral palsy has the opportunity and choice to enjoy being physically active.

**Our values** are important to us. We will:

- **Listen** to our community and work together to find solutions to achieve our vision
- **Collaborate** with others from within the sector and from outside of the sector, we can't achieve our vision on our own
- **Learn** from our successes, our mistakes and from others, enabling CP Sport to be an agile, dynamic and innovative organisation
- **Support** people with cerebral palsy to lead an independent and active life
- **Bring enjoyment** and fun to our work, to our programmes and events and ultimately to our community
- **Advocate** for and refer to “The Social Model of Disability” in our work to raise the level of equity within the sport and leisure sector and remove systematic barriers and social exclusion for people with cerebral palsy

**Our structure:** CP Sport currently has a staff team of 6; Interim Chief Executive Officer, Financial Controller, Head of Marketing & Communications, Head of Sport & Physical Activity, National Football Development Officer, Team Co-ordinator.

### **Commitment to Equality Diversity and Inclusion**

Cerebral Palsy Sport is an equal opportunities employer, committed to equal opportunities policies. We welcome applications from anyone regardless of their age, disability, ethnicity, heritage, gender, sexuality or socio-economic background.

We are deeply committed to inclusive working practices, so during the application process we commit to:

- Paying for childcare whilst you're at CP Sport interviews
- Paying for your travel costs to the interviews if these are held in person
- Making reasonable adjustments - for example ensuring we have sign language interpreters organised in advance if you'd like them.
- Providing this document in a Word document format readily available to download.
- Offering a guaranteed first stage interview for disabled candidates who meet the minimum requirements for the role.

If there is anything else you're concerned about or think we could provide, please let us know.

### **To apply for the role of Head of Sport & Physical Activity (Maternity Cover)**

Please email your CV, a covering letter (2 pages maximum outlining how your skills and experience would enable you to be successful in this role), and a completed [equality and diversity monitoring form](#) to: [steven.day@cpsport.org](mailto:steven.day@cpsport.org)

**The closing date is 12pm Monday 4<sup>th</sup> April 2022 with online interviews to be held shortly after this deadline.**

If you have any questions regarding the position, please contact Steven Day, Interim CEO via email: [steven.day@cpsport.org](mailto:steven.day@cpsport.org)

## Job Description

<b>Job Title:</b>	<b>Head of Sport &amp; Physical Activity (maternity cover)</b>
<b>Reporting to:</b>	Interim CEO
<b>Salary:</b>	Up to £30,000
<b>Location:</b>	Home based
<b>Type of contract:</b>	Full time – (8 months fixed-term)

### **Purpose:**

The Head of Sport & Physical Activity is a member of CP Sport’s leadership team and will play a key role in delivering CP Sport’s strategy 2022-25. Key priorities include taking lead responsibility for developing & supporting enhanced local sport & physical activity opportunities for people with CP and for developing impactful education & training to increase opportunities & accessibility for people with CP.

### **Key duties and responsibilities:**

- Work as a member of the leadership team delivering the CP Sport strategy and reporting to the Board of Trustees as required.
- Contribute to the management of the charity’s monitoring and evaluation processes and requirements both internally and externally.
- Manage the Sport & physical activity delivery budget and financial reporting.
- Lead the delivery & management of project grants in support of the CP Sport Strategy.
- Working in collaboration with the leadership team, identify fundraising and grant income opportunities, supporting submission of applications and appropriate reporting.
- Lead and manage the delivery of sport & physical activity events, programmes and projects, including planning, risk assessments, delivery and reporting.
- Develop partnerships with key stakeholders including beneficiaries, funders, delivery partners and national governing bodies of sport.
- Lead and manage the development of regional hubs and the delivery network locally, regionally and nationally.

- Lead, manage and develop the training and education programme.
- Work with data and insight to carry out specific requirement gathering, feedback, user testing, and segmentation work.
- Work with the Head of Fundraising & Engagement to promote sports events, projects and programmes.
- Work with the leadership team to develop, deliver and review the CP Sport Fundraising strategy.
- Work with the leadership team to develop membership propositions for individuals, clubs and corporates to deliver an outstanding offer to our core markets whilst seeking new membership opportunities, with particular focus upon individuals and clubs.
- Work across the sector to develop relationships and partnerships in order to raise awareness of CP Sport and its programmes and to develop advocacy and influence within the sector.
- Work with the leadership team to develop, deliver and manage a volunteer/workforce programme.
- Line manage the Sport & Physical Activity Officer and other relevant funded roles, including performance management and appraisals.
- Act as deputy safeguarding Lead for CP Sport, ensuring activities of CP Sport follow the appropriate safeguarding policy.
- Manage workforce and volunteers working within the Sport team.
- Undertake any professional development opportunities in order to develop expertise and experience in the role, in consultation with the Chief Executive Officer.

### **Any other duties**

To undertake any other appropriate duties as determined by the Chief Executive Officer

### **Person Specification**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Education and Qualifications</b>		
Project management qualification		✓
NGB Coaching qualifications		✓
<b>Knowledge, Skills and Experience</b>		
Experience of developing and delivering training and education in a sports environment	✓	
Experience of managing a volunteer workforce at events	✓	

Experience of managing a budget	✓	
Experience of leading and managing teams	✓	
Excellent written, presentation, verbal communication and IT skills	✓	
Excellent time management skills and ability to manage multiple projects and issues to deadlines	✓	
Excellent analytical and problem-solving skills and evidence of strategic thinking with the ability to work flexibly according to the needs of the charity	✓	
Experience of strategy development and delivery	✓	
Ability to engage positively with a wide range of audiences and demonstrate excellent interpersonal and diplomatic skills	✓	
Experience of working with national governing bodies and stakeholders in the sport and leisure sector	✓	
Excellent understanding of policies and procedures for Data Protection, Health and Safety, Equality and Diversity and Safeguarding	✓	
Experience of promoting events through social media		✓
Experience of working in disability sport and the third sector		✓
Experience of charity fundraising		✓
<b>Personal Qualities</b>		
Ability to be a strong advocate for CP Sport and develop influence	✓	
Passionate and committed	✓	
Confident leadership and management skills	✓	
Creative thinker	✓	
Pragmatic and flexible	✓	
Good team player able to motivate and prepared to support others	✓	

Commitment to the principle of Equality and Diversity	✓	
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**This post is subject to an Enhanced Disclosure check via the Disclosure Barring Service**

Cerebral Palsy Sport is an equal opportunities employer. All appointments are made on the basis of merit and ability.