



RECRUITMENT PACK

HEAD OF DEVELOPMENT

CHARITY NUMBER: 1175899

THANK YOU FOR YOUR INTEREST IN THIS ROLE.
ENCLOSED WITHIN THIS PACK IS ALL OF THE
INFORMATION REQUIRED TO ASSIST YOU IN YOUR
APPLICATION.

WHO WE ARE

Move More is an innovative, vibrant organisation; we pride ourselves on being able to make a positive difference to the lives of children and their families through sport and physical activity.

Originally a School Sport Network, we have an established understanding of the impact sport and physical activity can have on young people. Now, as an independent charity we remain committed to supporting primary, secondary and special schools whilst extending our reach into the community.

OUR VALUES

Innovative – We are creative, forward-thinking and not afraid to try something new

Open – We foster a culture that is inclusive and welcome new partnerships

Quality – We are committed to achieving positive outcomes and impact for children

Responsive - We listen and make changes based on need and insight

Fun – We enjoy what we do and ensure we create a positive, happy experience for everyone

WHY WORK WITH US

At Move More we have a real team ethos. The skill set of each member of staff is greatly valued and everyone has the opportunity to contribute to the development of the charity.

We are looking for someone with extensive business development expertise in the charity or sport sector to help us continue to grow our charity.

We can provide you with an exciting opportunity to guide our growth, in this new role. You will be able to share your expertise with others, whilst contributing to our mission and making a difference to the lives of children.

JOB INFORMATION

Post: Head of Development

Salary: £33,437 – £41,025

Hours: Full Time – 37.5 hours per week

Reports to: CEO

JOB DESCRIPTION

PURPOSE

- To improve children's experience of physical activity, sport and physical education through the development and management of engaging and enriching programmes, competition and interventions.
- To be a member of the senior leadership team and contribute to the wider development of the charity.
- To sustain and further develop the charity in terms of its impact, reach and development.

SPECIFIC FUNCTIONS

- To effectively lead and manage the competition team within their deployment, delivery, quality and ongoing professional development.
- To operate supportive quality assurance and performance management systems to ensure the service is of the highest quality possible.
- To act as a role model for the team with strong communication and influence.
- To further develop positive relationships with young people, parents / families, school personnel, local community organisations and external partnerships.
- To further develop insight through robust monitoring and evaluation.
- To ensure that the marketing and branding of the charity is engaging and high quality.
- To continue to develop our track record of writing and securing external funding through bids, grants and commissioning.
- To maintain and develop diverse, sustainable sources of funding that support the aims and objectives of the charity.
- To contribute to other work within Move More, with regards to developing and opening up new opportunities, programmes & funding streams.
- To manage resources effectively to achieve best value, financial viability and growth whilst maintaining a consistently high quality service.
- To act in accordance with Move More's core documents, policies and business plan with particular reference to the overall aims of the charity.

The above list of job duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.

PERSON SPECIFICATION

KNOWLEDGE AND UNDERSTANDING

- Have an extensive knowledge of sports development and project management principles.
- An understanding of the current landscape within PE, school sport and physical activity within children and families.
- Have an extensive knowledge and understanding of the funding landscape and general income generation.
- Have an extensive knowledge on matters concerning equality, inclusion and diversity within PE and sport.
- Have a sound understanding of financial and staff management procedures.
- An understanding of the principles associated with branding and marketing.

EXPERIENCE

- Relevant and proven experience of working with a range of partners and beneficiaries.
- Experience of managing projects and programmes from conception through to completion.
- Experience of managing budgets as well as developing income streams and fundraising.
- Experience of developing and delivering a charity fundraising strategy and plan.
- Experience and successful track record of business development in the charity sector.
- Experience of working within sport, physical activity, families or children.

QUALIFICATIONS

- Degree level qualification which is relevant to the role.
- UK Driving License (and use of car).
- Evidence of professional development relevant to the role.

SKILLS AND ATTRIBUTES

- Reliable, punctual, enthusiastic and supportive.
- Passionate about improving lives of children and young people.
- Self-motivated, ability to work independently and within a team.
- Excellent communication and interpersonal skills.
- Good numerical skills and the ability to develop and analyse budgets and collate information accurately.
- Attention to detail.
- A resilient, solution based approach to any issues or barriers.
- Ability to build and maintain good relationships.
- Strong computer skills.
- Willingness to be flexible to the needs of the team and the organisation.

This post will require a current, fully enhanced DBS certificate.

TO APPLY

Please apply using the official application form.
CVs will not be considered.

Please download an application form from:

www.move-more.org/get-involved/work-for-us/

and return to Daniel Derrick (CEO) dan@move-more.org or via post to:

Move More, All Saints Academy, Blaisdon Way, Cheltenham, GL51 0WH.

Main Office: 01242 711326

TIMELINE

Closing Date: Monday 9th November

Interview Dates: TBC

Start date: ASAP

TO FIND OUT MORE ABOUT US GO TO:
MOVE-MORE.ORG