



NORTH

**REGIONAL COMMUNITY MANAGER
RECRUITMENT PACK**



**Badminton
Wales**

ABOUT US

Badminton Wales is the National Governing Body for Wales, formed in 1928 and has a rich heritage being one of only eight founding members of World Badminton - we celebrate our centenary in 2028. However, despite being proud of our history we are not an organisation that dwells on the past.

Badminton Wales Community consists of the Board of Directors , Sub-Committees, Operational Team and network of competitive clubs, social clubs, coaches, volunteers, members throughout the country, responsible for all aspects of the sport, from grass roots participation to performance.

The successful candidate will have a passion for success and demonstrate a strong commitment to the delivery of excellence and quality. As a national governing body of sport, it is important that Badminton Wales has a diverse staffing structure that brings together a range of skills, knowledge and experience.

‘Our new strategy has community development at its heart and will involve the whole sport throughout Wales, playing its part. We are totally committed to creating a vibrant, diverse and multi-talented Badminton Wales Community that works together with a shared passion for the sport, and a commitment to pass it on to future generations.

We welcome your interest in becoming part of our organisation - should you do so you will be joining an outstanding team of staff and volunteers driving the sport forward with passion, energy, creativity and experience.

WHO ARE WE LOOKING FOR?

Badminton Wales wishes to appoint a Regional Community Manager to lead, inspire, influence and support the development and growth of Badminton within the North Region of Wales.

As an absolute priority we are looking for an individual with a passion for sport, strong communication skills and a talent for building strong relationships, providing highly professional and wide-ranging development programmes at a regional level.

The successful candidate will work with the Badminton Community to grow and shape the future of our sport working together to maximise the development potential in the region.



EQUALITY & DIVERSITY

Badminton belongs to and should be enjoyed by anyone who wants to participate in it. Badminton Wales is fully committed to promoting equality of opportunity, and good relations between people with diverse backgrounds and needs as well as eliminating harassment, unlawful and institutional discrimination, and victimisation. We welcome applications from those communities underrepresented in sport in particular, people from ethnic minorities, people with disabilities and women.

SAFEGUARDING

Badminton Wales is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment

THE ROLE OVERVIEW

Badminton Wales needs someone who has the capability and ambition to:

- Build relationships with the Badminton Wales Community and create a positive culture where people they come into contact with can thrive and feel valued
- Demonstrate supportive leadership and people management skills, with the ability to inspire others
- Identifying Regional goals and help create agreed plans and priorities that help resolve the specific sporting needs and challenges of Badminton Clubs within the Region
- Creatively establish an interconnected, and sustainable development programmes across Wales
- Create a high level of visibility and belonging within the BW Community enabling a greater sense of fulfilment and enjoyment and thereby people being retained in the sport
- Initiate transformational change where it is needed through collaboration, consultation and team working

THE ROLE DETAIL

The Regional Community Manager will be responsible for creating a culture of outstanding support and guidance for the Badminton Wales Community;

Principle Accountabilities will include:

Regional Community Leadership

People and Culture:

- Build relationships and key partnerships with the region
- Develop, establish and articulate the organisational culture and values, ensuring they are true to the sport and embedded across regional community activities
- Ensure badminton in Wales is an inclusive sport and that inclusivity, equality and diversity are reflected in every aspect of Badminton Wales' community activity
- Continually seek opportunities for personal growth through formal and informal learning

Operational Leadership:

- Lead and facilitate discussion around the health of the game within the region, discuss solutions with key personnel within the network, proposing priority work to address areas
- Build connections between stakeholders in the region and engage with the volunteer bodies to identify key gaps in the picture of Badminton development and understand how best to improve and develop Badminton in the in the region
- Share best practice and facilitate these standards to become the norm within the region
- Create communications channels which ensure that messages get through and across the region
- Refine and drive the development strategy in conjunction with the CEO, to ensure clear objectives and goals supported by aligned plans and resource allocation

Relationship Development and Management

- Develop trusting relationships with the Welsh badminton community, including clubs, players, coaches and parents for the purpose of ensuring increased knowledge of badminton development in the region
- Build and maintain significant relationships with key stakeholders and partners and foster strong relationships with the CEO and the Board member responsible for development



THE ROLE DETAIL

National Lead Responsibility

COMPETITION

- **Coordinate with the Regional Community Managers Team to create a Competition Calendar across Wales which will compliment the BW Major Events Calendar**
- **Development Calendar to include – ShuttleTime – Schools – Dragon Series - Junior and Graded Series ensuring the tracking between Community Badminton through Talent ID moving onto the Player Development Pathway (which includes National Squad and Performance Programmes)**
- **Help the regions to recruit volunteers in areas of the game that need additional support - administrator, coach education, technical officials**
- **Work with the Major Events Officer to ensure the Technical Officials Pathway continues to develop**

THE CANDIDATE

Applications are invited from candidates who demonstrate the following skills experience and behaviours:

Essential

- Have a Full Clean Driver's Licence and Transport
- Be a self-starter, capable of acting on your own initiative and proactively managing competing demands and pressures and able to multi-task effectively
- Work collaboratively, with a range of colleagues, as well as with external stakeholders
- Experience in working with volunteers in a community setting
- Ability to plan effectively and manage multiple projects at a given time
- Ability to monitor and evaluate the impact of programmes
- Ability to manage a budget
- Ability to communicate effectively both in-person and via email communications
- Ability to persuade people and act with empathy
- Ability to use social media as a tool to promote programmes and initiatives
- Committed to personal development and undertaking training relevant to your role
- Ability to promote, embed and advance equality, diversity and inclusion throughout the Badminton Wales Community

Desirable

- BWF Coaching Qualification or other NGB Coaching Qualification
- Valid Safeguarding Level 1 Award
- Experience of working with Children/Young People
- Experience in delivering, presenting at or conducting meetings
- Knowledge of the challenges facing Badminton Clubs
- Knowledge of the Sport Wales Strategy, and the Badminton Wales Strategic Plan
- Understanding of the Badminton Wales Organisational Structure
- Knowledge of the barriers which people may face from disadvantaged communities



ROLE PARTICULARS

JOB TITLE:

REGIONAL COMMUNITY MANGER

REPORTS TO:

CHIEF EXECUTIVE OFFICER

SALARY:

£27-37K PRO RATA PER ANNUM

CONTRACT:

PERMANENT-FULL TIME

PROBATION PERIOD - 6 MONTHS

BENEFITS:

PENSION CONTRIBUTIONS, ALLOWABLE EXPENSES

REQUIREMENTS:

FULL UK DRIVING LICENSE AND OWN VEHICLE

SATISFACTORY DBS

HOLIDAY:

25 DAYS PER YEAR PLUS STATUTORY DAYS

HOURS OF WORK:

35 HOURS PER WEEK FLEXIBLY ALLOCATED AS NECESSARY TO MEET THE OPERATIONAL REQUIREMENTS OF THE ROLE

LOCATION:

PRIMARY: REGIONAL COMMUNITY COVERAGE WITH A NATIONAL LEAD RESPONSIBILITY IN AGREED AREA

SECONDARY: SWNC, CARDIFF | REMOTE WORKING

HOW TO APPLY

Please submit your CV and a covering letter to kelly.aston@badminton.wales clearly identifying your suitability and relevant experience as outline within the role description. You should also include details of your motivations for applying for this opportunity.

If you require and reasonable adjustments to the application and/or interview process contact Kelly Aston at the same email address.

Closing date: 28th May 2023.

Interviews will take place face to face, where possible, during the week commencing the 12th June 2023.



**SPORT WALES NATIONAL CENTRE
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