



Job Description

Job title	Coaching and People Development Role (Governance and People Development Officer)
Responsible to	Governance Lead, People Development Lead Coaching Lead and Foundation and Participation Lead
Responsible for	N/A

Job purpose

This is an exciting opportunity to play a key role in the Sport System Directorate. Working collaboratively across Sport Wales you will be leading, developing and supporting key work relating to governance, people and ethics.

You will support and deliver elements of the capability framework along with partner support relating to the Governance and Leadership Framework for Wales whilst also assisting with the implementation of the new investment model.

You will provide guidance and support to partners (especially National Governing Bodies and Regional Entities) in all matter relating to Governance and People Development. In particular you will play a key role in supporting the development of coaches and volunteers across Wales.

Main duties

- To advise and provide support to Governance Lead, People Development Lead and Coaching Lead to ensure that policies are developed, and the Sport Wales strategy is maximised
- To work at a senior level with key National Partners (particularly Local Authorities, Regional entities and National Governing Bodies) to influence their planning and implementation of strategy and policy relating to governance and people development ensuring it remains at the heart of their work
- Partner Compliance – To report, provide advice, manage risk and identifying gaps and opportunities for development in relation to standards and compliance– e.g. safeguarding, equality etc.
- To identify opportunities to improve governance, people development, coaching and volunteering across Wales. This will include identifying world leading examples and liaising with bodies outside of Wales on these areas of development.
- Lead the development of tools and resources that will impact on governance, people development and ethics
- Embrace digital technology to share relevant information and ideas across business areas and to ensure knowledge and insight is shared as widely as possible across the sector.
- Support the implementation of the new partner investment model
- Lead the development of national programmes such as the Young Ambassadors Programme to develop the leaders of the future, this included working with UK partners to influence the work in Wales and act as a lead contact point e.g. Youth Sports Trust
- Represent Wales at a UK level on all matters relating to sport/ National Governing Bodies recognition and legal challenges
- To ensure that investment in partners is maximized and manage a budget effectively in line with Sport Wales regulations
- Lead the National Coaching forum to promote collaboration on coach development and influence National policy
- Fulfil responsibilities which contribute to delivering an exemplary service for Sport Wales in respect of our statutory duties, including Well-being of Future Generations (Wales), Equality, Information Security, Risk Management, Safeguarding, Financial Regulation and Health, Safety & Environment.
- Work flexibly, performing any other duties as required, where relevant to the post and appropriate to the grade.

Sport Wales' values

Our approach to enabling sport in Wales to thrive is evolving. We are committed to continually challenging ourselves to:

Learn Together

Constantly exploring, testing and reviewing

Deliver Together

Sharing outcomes, nurturing open and honest relationships, providing robust feedback, constantly improving performance

Celebrate Together

Recognising our shared successes through effective partners

By:

Acting with Integrity

Understanding and Respecting each other's culture and values. Promoting equality and diversity

Adding Value

Ensuring the optimum mix of support, challenge, investment, skills and expertise to achieve our shared outcomes.

Encouraging Innovation

Welcoming new ideas and approaches and supporting ambition and fresh thinking. Not being afraid to feel uncomfortable.

Person specification

	Essential Requirements	Desirable Requirements
Education:	Degree or relevant experience	Project Management Qualification
Experience:	<p>Experience in an operational role supporting and leading work across a number of organisational priorities</p> <p>Previous experience in influencing Board and Senior Management, building credibility and excellent relationships</p> <p>Operational and strategic planning experience in the development of innovative ideas and solutions</p> <p>Proven track record of delivering and reviewing key areas of work, taking learning and amending work as necessary</p>	<p>Experience in working with sport / National Governing Body recognition including appeals and working with UK bodies</p> <p>Experience of working within coaching systems in Wales and/or the UK</p> <p>Experience of utilising technology to shape and deliver work</p>

	<p>Effective Management budgets</p> <p>Knowledge and understanding of sport at a UK level including sport/NGB recognition</p> <p>Previous experience of writing policy papers</p> <p>Extensive knowledge and experience of coaching and volunteering in Wales relating to the sport sector</p>	
<p>Skills, Aptitudes & Abilities:</p>	<p>Ability to build relationships with a range of different stakeholders.</p> <p>Ability to manage a range of work objectives, some often with challenging and competing timescales.</p> <p>An ability to see the big picture. Recognising how different areas of work across an organisation can fit together.</p> <p>An ability to motivate, encourage and challenge your colleagues.</p> <p>Ability to create a good and positive working environment and deal effectively with issues and problems.</p> <p>Able to handle confidential data and information sensitively</p> <p>Ability to develop and implement innovative ideas</p> <p>Holds self and others accountable for standards of performance to successfully deal with a range of often complex situations; seeks support and guidance from others in the organisation when needed</p> <p>Copes effectively with pace, setbacks and changes to priorities; adapts to highly pressured situations and executes good control</p>	<p>Ability to communicate in Welsh, both written and spoken</p> <p>Able to initiate projects, based on translating strategic intent into operational delivery, set goals, define roles and track progress, review, evaluate and implement learnings for optimal impact</p>
<p>Special Circumstances</p>	<p>Able to work flexibly including out of normal office hours</p> <p>Able to travel as required</p>	