



# Community Manager

Closing date for applications:  
**Monday 12 September 2022, 09.00**

REGISTERED  
CHARITY NUMBER  
1155171

REGISTERED  
COMPANY NUMBER  
08177159

# Who we are

Sport Birmingham is here to make a positive difference to people's lives through sport and physical activity.

We are the city's strategic sports & physical activity partnership, working as a leading charity to join up policy and investment with delivery partners who bring inclusive and accessible sport and physical activity to communities.

We provide leadership and support through insight, knowledge and expertise to anyone in Birmingham working towards our vision of a more active city and a healthier place to live, learn, work and play. We tackle inequalities by working where the need is greatest.

Sport Birmingham was established in 2014 as an independent company and registered charity, forming from the previous sports partnership hosted through Birmingham City Council.

We remain part of a national network of 43 'Active Partnerships' and have established ourselves as the leading strategic partnership for sport and physical activity in the region, underpinned by strong governance and enhanced by effective partnership work and support for the delivery network of community sport and physical activity.

Our business turnover has risen each year steadily to around £2million with approximately half of all income from Sport England through a mix of core funding and project funding. We are entering into a new 5-year funding relationship with Sport England as a systems partner.

Most of the remainder comes from a mix of other grant national income and local or regional commissions. There have been several significant examples in recent years including the Holiday Activity Funding from DfE in 2019, M.A.D Birmingham funding from Big Lottery in 2017 and Comic Relief's Ahead of the Game funding in 2020. We have also had commercial sponsorship arrangements with Davies Sport, Sytner BMW and Turkish Airlines.

In 2019 Sport Birmingham secured a key role to coordinate the physical activity and wellbeing legacy work for the Birmingham 2022 Commonwealth Games, working in partnership with DCMS, Sport England, the West Midlands Combined Authority and Birmingham City Council as well as other local and regional stakeholders.

We are working closely with the Games Organising Committee to ensure a sustainable legacy for sport and physical activity is created.



## Our Mission

Improving lives  
through sport  
and physical activity

## Our Vision

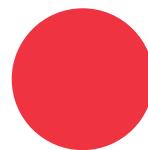
An active, healthy city  
for everyone

# Our Values



### Collaborative

We build partnerships, connect people and convene groups within and outside the sport and physical activity sector; we listen, learn and share.



### Inclusive

We are committed to creating and promoting inclusive opportunities, within our own organisational practices and with all our sport and physical activity partners.



### Adaptable

We learn, respond and change to ensure we continue to meet the needs of people, places and organisations that we work with and for.

# Our Priorities

We tackle inequalities by working where the need is greatest.



Improve physical and mental wellbeing by reducing inactivity



Grow and develop a workforce for the sport and physical activity sector



Connect communities through sport and physical activity



Improve life skills and prospects through participation and engagement



Make sport and physical activity inclusive and accessible to all

# Competencies & Behaviours

## Influencing

Leading, provoking innovation, and driving improvement, understanding people and inspiring confidence.

## Customer-focused

Involving, representing, championing and serving community in everything, developing our approaches from the bottom-up.

## Evidence-led

An evidence-led and on-going learning approach to understanding need and identifying where to focus on to achieve greatest impact.

## Pioneering

Taking risks where appropriate, piloting new models and unique approaches both in the ways we deliver funding and support, through the projects, and partnerships we stimulate.

## Collaborating

Connecting people, identifying opportunities to collaborate and develop partnerships and maximise effort.

## Leverage

Recognising the opportunities to lever in extra investment, additional resources and community support, to expand reach and impact through effective partnerships with the private, public and voluntary and community sectors.

## Legacy

Delivering a long-term legacy through our all our interventions, ensuring we do not displace existing activity or distort existing markets, but help enhance and build on what is already in place wherever possible.

## Equalities & Disadvantage

Delivering a long-term legacy through our all our interventions, ensuring we do not displace existing activity or distort existing markets, but help enhance and build on what is already in place wherever possible.



# Job Specification

**Job Title:** Community Manager

**Responsible to:** Senior Partnerships Manager (Community)

**Salary:** £29,858 per annum, plus 9% employer pension contribution

**Contract:** Permanent

**Hours:** 37 hours per week

**Location:** Sport Birmingham Office in central Birmingham (with a hybrid working approach). Some travel within Birmingham is expected, which may occasionally be on evenings and weekends.



## Job Purpose

The Community Manager will lead on enabling the Sport Birmingham team and the partners who invest here, to understand and connect with the local community organisations, networks and audiences across our diverse City.

Working closely with the Senior Partnership Manager you will develop effective relationships across system partners including: Sport for development partners, Birmingham City Council (various departments), anchor community organisations and National Governing Bodies of Sport.

Playing a key role in achieving our 'Uniting Birmingham' strategy, the role will engage, inspire and invest time and resources into local communities, providing advice and guidance, and where appropriate support groups to access funding and opportunities to help them grow and sustain.

We know that to reach inactive groups, many of the partners we fund do not have sport and activity as their primary purpose, and so the role is 'more than sport', working across the place and through voluntary sector organisations to find the audiences that can benefit most from being active. These could be for example, from low-income areas, people with long term health condition or disabilities, or from ethnically diverse communities.

The role will line manage and be supported by Project and Business Officers within the team, and report to the Senior Partnerships Manager (Communities).

# Main duties & responsibilities

## Collaboration and partnership working

Work alongside SB team members to develop new and existing partnerships that benefit Birmingham at a local, regional and national level:

- Create trusting relationships where challenge is embraced, creativity is welcomed, and barriers are overcome.
- Provide local advice and guidance for those investing in Birmingham communities.
- Engage and nurture relationships with the local activity delivery network, helping them understand how to grow and sustain, and empowering them to provide a quality offer for our communities.
- Work with the wider workforce team to ensure that the activity providers are well skilled, inclusive and able to respond to the needs of local people, to offer a safe, equitable and welcoming experience
- Attend and facilitate events, forums and meetings (both digitally and in person) to create innovative projects and opportunities, whilst exploring solutions to the challenges in activating communities.

## Community insight, learning and monitoring

Be our eyes and ears into local communities and use this insight to shape how we invest our efforts:

- Engage with community organisations, capturing the trends and challenges and share this learning with the team and partners.
- Work collaboratively with SB's insight and learning lead, to ensure that we capture impact, learning and successes to shape future approaches.
- Regularly engage with SB's marketing and insight leads to ensure that campaigns, opportunities and insight are shared in a way that will appeal and engage our communities (this could be for example, through social media or webinars).
- Use digital tools and processes, to help us interpret and understand our communities, e.g. data mapping, or impact measurement tools such as Upshot.
- Ensure all monitoring of community projects is met inline with national funders as required

### Project development and implementation

Leading, supporting and influencing projects and grant investment to create meaningful impact:

- With direction from the senior management team, connect and support targeted programmes from Sport England and other funders into the community, ensuring investment reaches those that will benefit most.
- Lead on projects from start to finish, creating action plans and ensuring that budgets, risk, and project milestones are managed successfully through the SB Project Management Framework.
- Ensure that governance quality assurance processes and GDPR (data protection) standards are adhered to when managing programmes and grant giving.

### General duties

- Support the continuous improvement of SB including performance management, business planning, marketing and communications, equity, safeguarding and data protection.
- Utilise and populate the SB customer relationship management tool (CRM) to ensure delivery network organisations are effectively captured, kept up to date and maintained
- Any other duties as reasonably requested by the line manager

## Person Specification – Skills, Knowledge & Experience:

### Educational & professional qualifications

Essential - GCSE's A-C in English and Maths (or equivalent)

Desirable – Degree in a related subject.

### Knowledge of:

- The sport and activity, and / or the voluntary community sectors
- Voluntary sector financial practices, grant legislation and compliance
- Diverse communities and how to reach inactive audiences
- Birmingham communities and local places and spaces (desirable)



### **Experience of:**

- Project management, from start to finish, creating action plans, managing financial budgets and completing evaluation processes.
- Relationship and partnership building, with a range of partners, both community and more strategic.
- Capturing insight and impact, sharing learning with others.
- Administering grant processes and panels with partner organisations.
- Line management (desirable).
- Helping community organisations to grow and sustain their activity.

### **Skills and abilities:**

- Organising, with the ability to work under tight deadlines., managing time and proprieties effectively.
- Communicating (both verbally and digitally) with a high attention to detail.
- Using Microsoft 365 (Teams, Word, Excel, Outlook, and PowerPoint) effectively
- Presenting, and using IT.
- Working on own initiative with limited supervision.

### **Behaviours:**

- A positive can-do attitude and a proactive approach.
- Passion for communities and going the extra mile to understand and inspire.
- Demonstrates Sport Birmingham's values; adaptable, inclusive and collaborative.

### **Other:**

- A commitment to Equality, Diversity and Inclusion, particularly personal learning and inclusive communications.
- Willing to work flexibly, including occasional evenings and weekends.
- Ability to travel around Birmingham and the West Midlands region.
- An empathy and understanding of our mission.

# To Apply

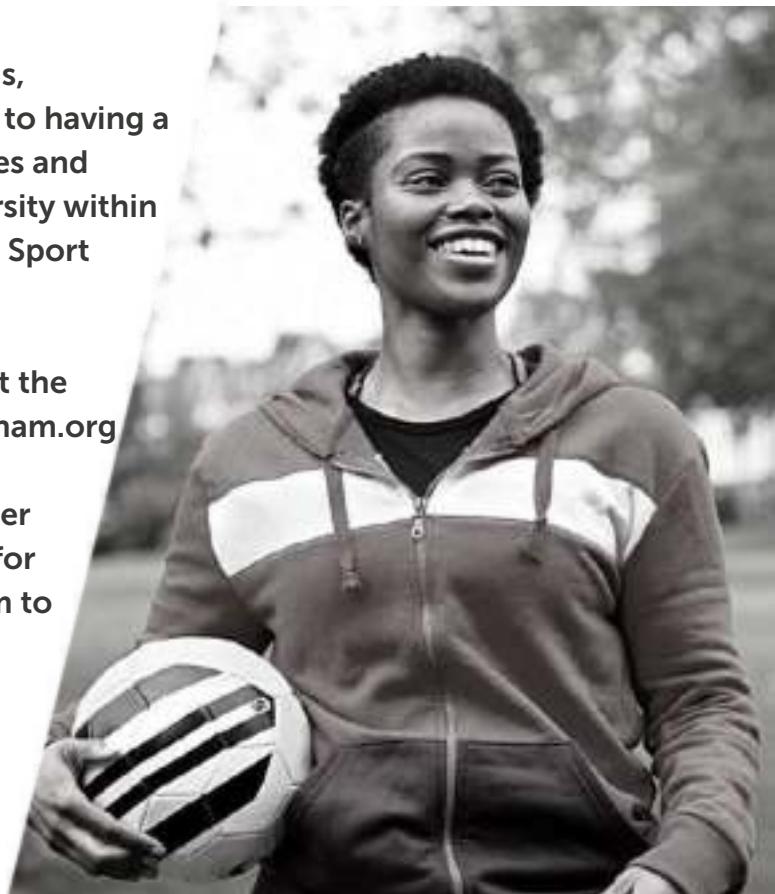
We encourage applications from all backgrounds, communities and industries, and are committed to having a team that is made up of diverse skills, experiences and abilities. We are committed to equality and diversity within our workforce and all opportunities provided by Sport Birmingham.

If you'd like to have an informal discussion about the role, please email [Laura.Kerrigan@sportbirmingham.org](mailto:Laura.Kerrigan@sportbirmingham.org)

To apply, please email your CV and covering letter (maximum 1-page A4) outlining your suitability for the role, along with the equal opportunities form to [recruitment@sportbirmingham.org](mailto:recruitment@sportbirmingham.org).

Please include: Community Manager in the subject of the email.

**Closing date: Monday 12 September 2022 at 09.00.**



Please note this vacancy will close as soon as sufficient applications have been received, so please apply as soon as possible, if interested.