



# Senior Partnerships Manager (Community)

Closing date for applications is  
09:00am, Wednesday 8th February 2023

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.

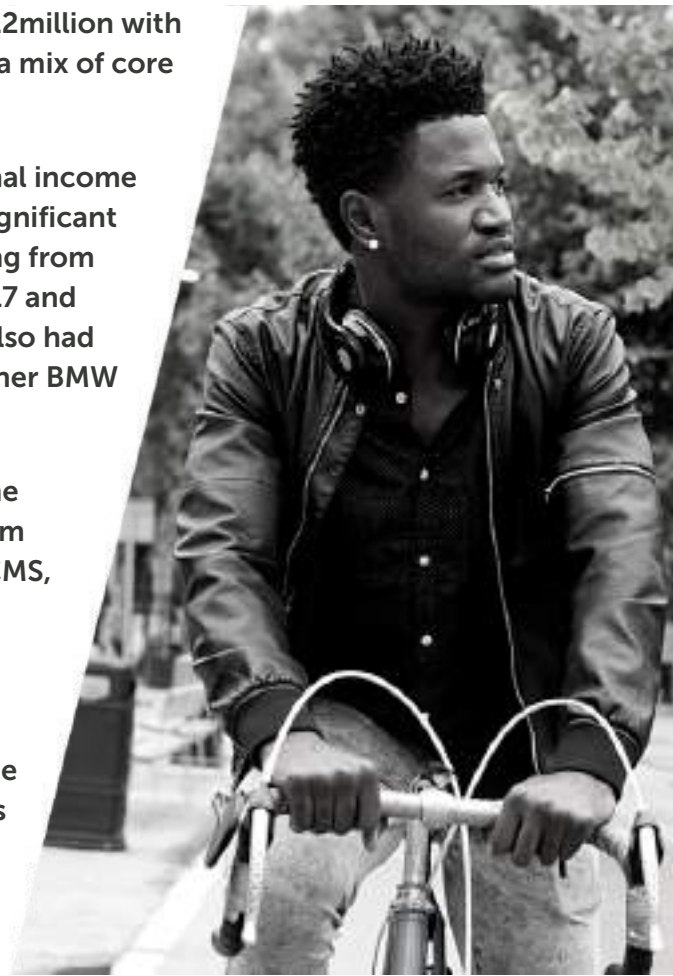
It remains part of a national network of 'Active Partnerships' and has established itself as the leading strategic partnership for sport and physical activity in the region, underpinned by strong governance and enhanced by effective partnership work and support for the delivery network of community sport and physical activity.

The 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.

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, MAD 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

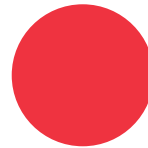
An active, healthy city  
for everyone

## Our Values



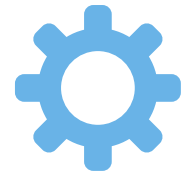
### Collaborative

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



# Job Specification

Job Title: Senior Partnerships Manager (Community)

Responsible to: Chief Executive Officer

Responsible for: Sport Birmingham's Communities team (a team of 7, with direct line management for the 3 Managers leading on People and Skills, Inclusion and Communities)

Salary: £40,244 - per annum, plus 9% employer pension contribution

Hours: 37 hours per week

Location: Office in central Birmingham. Regular travel within Birmingham is expected and some travel across the wider region. The team are working in a hybrid model and a minimum of 3 days in the office / local community is essential.



## Job Purpose

The Senior Partnerships Manager (Community) will focus on engagement with external stakeholders, including partners across public, private and social sectors, to meet joint priorities and provide thought leadership to inform, shape and develop programmes to target key audiences.

The role should focus on identifying and nurturing strategic partnerships that benefit both SB and Birmingham, with a focus on tackling inequality and addressing inactivity in line with SB priorities.

## Key duties & responsibilities

### Team and project management

- Empower a diverse team with themed responsibilities, to tackle inactivity and inequalities across the city.
- Work with the SB team and partners to support project bids to be put together and lead on partner engagement for bid submission where required.
- Identify and secure opportunities to build capacity linked to development projects, specifically around the inactive audience and the development of pro-active partnerships.
- Develop action plans and manage projects from ideation to completion, complying with funding guidance (e.g. completing reporting and evaluation).
- Manage contractual relationships with suppliers and/or commissioned partners.

### Partnership working

- Provide a first point of contact and ensure clear lines of communication for strategic partners to engage, understand and work effectively in Birmingham.
- Enhance existing, and nurture new partnerships that benefit Birmingham at a local, regional and national level. This includes sport for development organisations, charities, national governing bodies of sport and statutory organisations.

## Key duties & responsibilities continued

- Represent Sport Birmingham with various groups and partnerships, stakeholders and customers, promoting the value and contribution of sport and physical activity.
- Network at a strategic level to demonstrate SB's position and influence locally, regionally and nationally.

### Empower communities

- To be a conduit to share insight and intelligence, mutually beneficial to SB, and all partner organisations.
- Support the development of services responsive to the needs of the community, ensuring a whole systems approach to sport and physical activity.
- To connect and support targeted investment from Sport England and other funders as part of SB primary role including support in partnership creation, stakeholder management linked to the SB Strategy.
- To aid and facilitate connectivity to new, and local initiatives ran by SB and partners across the city, e.g., Tackling Inequality, Active Environment, Community/club development, CYP and families as well as other healthy lifestyle programmes in the city.
- Use intelligence to advise and inform partners, and apply knowledge to co-create bespoke programmes and shape local plans.
- Any other duties as reasonably requested by the line manager

## Additional Requirements

The post holder must comply with Sport Birmingham requirements of 'The Safeguarding and Protecting of children and vulnerable adults and Health and Safety policy and is required:

- To ensure compliance with the requirements of 'The Safeguarding and Protecting of Children and vulnerable Adults' and relevant good practice guidelines, quality assurance and minimum standards.
- To act in accordance with the values of the organisations and in line with the requirements of its policies.
- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions.
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required.
- Not to interfere with intentionally or recklessly or misuse anything provided in the interests of health, safety and welfare.
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the Sport Birmingham Equal Opportunities Policy.



## 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.



# Person Specification

## Educational & Professional qualifications

- Ideally a Degree in Sport/Community Development- or Business-related subject, or relevant A-level qualifications and supporting work experience.
- Good level of general education evidenced by 5 GCSE passes or equivalent.

## Knowledge

- Knowledge of the structure and a good understanding of the roles different organisations play in developing sport (e.g. Sport England, National Governing Bodies of Sport, Youth Sport Trust, Street Games, Activity Alliance, local authorities, Sported, voluntary sector) in the UK.
- Knowledge of current strategies, national initiatives and issues for sport in the UK.
- Knowledge of performance management techniques and an understanding of how these can be applied to development work.
- Knowledge of equity and safeguarding and protecting children.
- Knowledge of current legislation related to health, community and sport agendas.
- Knowledge of current funding streams relevant to the sector.

## Experience

- Broad and deep sports development experience evidenced by a proven track record of achievements gained by working in the field (e.g. local authority, sport's governing body, physical education, voluntary or private sectors).
- Specific experience working for or with National Governing Bodies of Sport at a senior level of engagement.
- Experience of supervising staff including setting work programmes, providing clear direction to achieve defined standards.
- Experience of drafting and implementing strategic development plans and policies in partnership with others, including governing bodies of sport and local authorities.
- Experience of partnership engagement in support of funding submissions.
- Experience of planning and managing budgets related to priorities and meeting the requirement of funding agencies or partner organisations.
- Previous experience of supporting coaches, volunteers and clubs/organisations, preferably within a sport context.





## Person Specification

### Experience continued

- Experience of initiating, maintaining and developing partnerships working with voluntary, public and private sector organisations and other agencies to achieve specific outcomes.
- Experience of project development and management.

### Special Requirements

- This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Disclosure and Barring Service Check will be required prior to appointment.
- A commitment to the development of equal opportunities, the encouragement of diversity and inclusion in and through sport.
- Willing to undertake continuous professional development in relation to the role.
- Willing to work flexibly in relation to hours, including unsociable hours, evenings, weekends and occasional overnight stays.
- Ability to travel around Birmingham and the West Midlands.
- Driver and car owner.

**Email: [recruitment@sportbirmingham.org](mailto:recruitment@sportbirmingham.org) with your CV, Equal Opportunities form and Covering letter outlining your suitability to the role. In the email subject line please include Senior Partnerships Manager (Community).**

**Closing Date: [Wednesday 08th February 2023 at 09:00am](#)**

**Interview Date: [Friday 17th February 2023](#)**

**For an informal discussion about the role please contact [mike.chamberlain@sportbirmingham.org](mailto:mike.chamberlain@sportbirmingham.org)**

