

About us

We are a sport consultancy and education and training provider and have been working in the sector for 19 years. We have two companies – Sport Structures Limited and Sport Structures Community Interest Company (CIC). Both companies work together to provide an excellent service and the remit of the CIC is to re-invest back into sport. We pride ourselves on being a company with a social conscience.

Our aim is to lead the sport and physical activity sector by *inspiring, creating and delivering opportunities that meet individual and organisational aspirations*. We work with a range of organisations from National Sport Organisations, National Governing Bodies of Sport, Universities and community sport organisations, along with individuals who access our training. These include apprentices, volunteers, coaches and the professional workforce. We have a number of [landmark projects](#) that have shaped us as an organisation and we are proud to have won a [number of awards](#) over the years. Our mission is to:

- *Deliver high quality products and services.*
- *Develop solutions that drive change and maximise impact.*
- *Provide accessible learning and development opportunities.*

We hold our values very highly in reflecting how we operate:

- **Passion:**
- **Integrity:**
- **Excellence**
- **Togetherness:**

Job summary

We are seeking an experienced, driven, and innovative individual to provide consultancy support to our consultancy team. This is a pivotal role within the organisation as the successful candidate will be invaluable in strategically planning, developing, and delivering our consultancy products and services to/for the sector. We want to hear from you if you are a sport and physical activity sector expert, with significant experience and an established network, or can bring added value to the sector with significant commercial experience and understanding user experience or organisational cultural development.

The role will also involve managing and working on specific consultancy projects which may include; change management, strategy development, governance, insight and impact, club development, people and organisational development, and equality, diversity and inclusion (including embedding culture change).

The successful candidate will be able to evidence excellent management skills, ideas that have generated positive change and examples of delivering a high-quality service / programmes that make a difference. This position provides an experienced professional with the opportunity to work within an established sport consultancy and training company.

Job title:	Senior Consultant
Salary:	£40-45,000 per annum (depending on experience)
Hours of working:	<p>Full time (37.5 hours)</p> <p>A part time approach can also be explored (minimum working hours commitment is 30 hours per week and salary would be pro-rata.)</p> <p>We have a flexible approach to working, balanced with business need.</p>
Persons responsible to:	Senior Innovation and Business Manager
Persons responsible for:	n/a
Location:	<p>Home working with a requirement to be in the office (Edgbaston, Birmingham) at least once a month.</p> <p>There will be a requirement to meet partners which will involve travel across the country, as and when appropriate.</p>
Special conditions:	<p>Casual car user allowance for business travel only.</p> <p>Attendance at meetings/events may be required outside of normal office hours</p>
Job closing date:	12 noon on Friday 29 th October 2021
Interview date:	Tuesday 9 th November 2021

Duties and responsibilities:

1. Business plan: To work with the Senior Innovation and Business Manager to develop and implement the consultancy business plan
2. Strategic input: To provide recommendations based on knowledge and understanding of the market to support the development of the company strategy.
3. Project delivery: To strategically and operationally work on specific consultancy projects as per the needs of the business.
4. Project management: To manage complex and high value projects, tracking delivery, monitoring and managing change and pro-actively seeking and resolving blockers within agreed time, quality and cost parameters.
5. Evaluation: To evaluate the outcomes of projects to ensure that good practice is built upon and poor practice minimised ensuring a strong culture of partner evaluation and “after-care”

6. Contract management: To project manage contracts and service level agreements with partners where required, working within agreed timescales and budgets.
7. Products and services: To develop an innovative, strategic approach to the development of our consultancy products and services, supported by insight and sector need
8. Business development: To seek business development opportunities to benefit the company and our products and services.
9. Relationship management: To build and maintain positive relationships with new and existing partners
10. Facilitation and consultation: To design and deliver facilitative training and learning sessions with partners as part of projects or stand-alone training programmes.
11. Financial management: To manage project budgets ensuring project profitability
12. Tender and proposal process: To review potential tender opportunities and prepare tender and proposal documents to meet the needs of partners.
13. Report writing: To draft interim and final reports, providing analytical and insightful recommendations to partners
14. Research, insight and impact: To undertake research, engage through consultation and understand impact to best support our offer to the sector
15. To undertake appropriate training and development opportunities
16. To promote equality, diversity, and social inclusion issues throughout all of Sport Structures work promoting a positive approach to the work environment and partner relationships. To personally act as an exemplar on these issues.
17. To ensure the health, safety and welfare of employees and the public by complying with the appropriate health and safety policies, organisations and arrangements and the employment of safe working practices and risk assessment and management and to comply with the No Smoking policy.
18. To undertake other duties, as appropriate, to achieve the objectives of the post, and to assist the organisation in the fulfilment of its overall objectives, commensurate with the post holder's salary, grade, abilities, and aptitude.

Person Specification

Our company is underpinned by highly motivated people who share enthusiasm for their work. We recruit individuals whose honesty, integrity, initiative, and creative approach to problem solving shines through. An inspiration to your colleagues, you will have passion and a commitment to getting things done while always placing the ‘customer’ at the center of everything you do. Above all you must demonstrate the following qualities, skills, and experience:

	Experience	Essential (E)/ Desirable (D)	Assessment method
1.	Experience of driving business growth through business planning and generating ideas	E	AP/I
2.	Experience in working independently, as part of a team leading a team	E	AP/I
3.	Experience in working and communicating at a high level e.g., with Directors and Boards	E	AP/I
4.	A good understanding of what it takes to maintain and grow positive partner relationships	E	AP/I
5.	Substantial experience of working at a senior level but not exclusively the sport, physical activity or leisure sector.	D	AP/I
6.	High levels of partner and customer service	E	AP/I
7.	Experience providing training and facilitation to different audiences	E	AP/I
8.	Experience of brokering and negotiating contracts	D	AP/I
9.	A specialism in at least two of the following areas within sport: Governance, strategic development, culture development, research and insight, commercial, grass-root community sport and physical activity, equality, diversity and inclusion, club development, workforce development, customer experience	E	AP/I
10.	Experience of managing project staff to support their development and ensure projects are completed to a high standard	E	AP/I
11.	Proven experience of effectively presenting information, writing reports, forming recommendations.	E	AP/I
12.	Experience in forming strategic, governance, operational plans and business plans/models	D	AP/I
	Skills & Abilities		
13.	Performance management skills, including developing individual and group work programmes, KPIs and associated evaluation mechanisms	D	AP/I
14.	Excellent organisation and project management skills	E	AP/I
15.	Ability to work effectively under pressure, working to deadlines, and prioritising effectively	E	AP/I
16.	Excellent report writing skills with a strong attention to detail	E	AP/I
17.	Ability to communicate effectively, with strong questioning and listening skills	E	AP/I
18.	Ability to identify and convert new business opportunities	E	AP/I
19.	Ability to be innovative and imaginative in providing solutions	E	AP/I
20.	Strong experience and understanding of technology including Microsoft Office. Experience of using CRM databases is desirable	E	AP/I
21.	Ability to deal with information in a confidential manner	E	AP/I
22.	Strong inter-personal skills and ability to use initiative	E	AP/I

23.	Ability to form own opinions, think critically, form meaningful suggestions, challenge appropriately and negotiate resolutions	E	AP/I
Knowledge & Understanding			
24.	An understanding of sport development (the current sporting landscape, national initiatives, and strategies)	E	AP/I
25.	Expertise and knowledge in particular community sport development, club development and people / workforce development.	E	AP/I
26.	An applied understanding of the importance and relevance of sport development policies and national agendas	E	AP/I
27.	Knowledge and understanding of sport in addressing inequalities and how organisations can improve their equality, diversity and inclusion.	E	AP/I
Educational qualification:			
28.	To be educated at degree standard (BSc / BA / Bed), preferably in a Business, Sport Development, Sport Management, Physical Education or other sport/leisure related area	D	AP
AP – Application process I – Interview, R – Reference			

The interview panel will determine the priorities of the elements of the person specification. We are committed to a policy of equal opportunity for all. Our aim is to have a diverse workforce and welcome applicants from all suitably qualified individuals. To request a copy of our Equality and Diversity Policy, please contact us.

Our offices are based in Edgbaston and we offer a professional, friendly, and supportive environment. As a company, we have a flexible approach to working to support our staff and their personal circumstances.

Please apply for the role, please submit:

- A job application form which can be found via our website <https://www.sportstructures.com/about-us/join-our-team/>
- A CV outlining your work experience, skills, training and identify a minimum of 2 referees.
- A covering letter to describe how your skills, knowledge and experience meet the requirements of the position.

Applications **without** the above documents, will **not** be considered. Applications should be submitted to:

Rebecca.Gibson@sportstructures.com

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