

ETTA NORTH WEST REGIONAL DEVELOPMENT MANAGER JOB DESCRIPTION (NOV 2012)

Job Description

Job title:	ETTA North West Regional Development Manager
Status:	Full-time contract (maternity cover) until March 2013 (extension subject to funding & performance)
Remuneration:	Salary £24,543 p.a.
Allowances:	Car allowance £1,700 p.a. Operational budget (travel, accommodation, subsistence)
Department:	Development
Responsible to:	ETTA National Network Manager
Reports to:	Regional management support group (ETTA Regional Chair, ETTA Regional Coaching Co-ordinator, ETTA National Network Manager)
Office location:	Office based in the region of operation
Job summary:	Initiate, co-ordinate and drive Table Tennis development in the region in accordance with ETTA national policies and priorities

Principal duties:

1. Increase participation in Table Tennis and membership of the ETTA working within a set work programme and targets directly linked to the ETTA Whole Sport Plan focussing on the following areas:
 - Adults 16+
 - Children and young people
 - Club and league development
 - Facility development
 - Coaching and volunteers
2. Promote a positive attitude to equality and use it as a core strand of all work by initiating positive action, particularly where under-representation is apparent.
3. Formulate partnerships through liaison with other agencies aimed at delivering the wider government agenda of increased physical activity of improved health, raising standards, crime reduction and social inclusion through the delivery of Table Tennis.
4. Under the direction of the National Network Manager, contribute to national resources and activities through product development, case study evidence and representation on working parties and meeting attendance.
5. Provide a regular information service, e.g. website blog, newsletters, events, meetings, etc. to the Table Tennis community and partners.
6. Provide support to other ETTA departments and initiatives as appropriate.
7. Project manage (including fund-raising, recruitment and line management) Table Tennis posts within the region.
8. Have a flexible approach to new opportunities and projects.
9. In conjunction with the National Competitions & Events Manager, actively seek opportunities to promote and host ETTA events.
10. Represent Table Tennis and the ETTA at designated events and meetings.
11. Undertake monitoring, reporting and evaluation functions as required.
12. Attend development staff meetings as required.
13. Any other duties that may from time to time be reasonably required as a result of being part of a small professional staff team.

DEVELOPMENT

NORTH WEST REGIONAL DEVELOPMENT MANAGER (NOVEMBER 2012)

Person Specification

Qualifications	Essential	Desirable	Identified through/by
GCSE /'O' Level in English Language and Mathematics or equivalent	•		application form
BTEC high level or NVQ equivalent in a subject area relevant to a sports related position		•	application form
Degree level qualification in a sports related area, e.g. sports studies/science, physical education	•		application form
Experience			
Recognised involvement in Table Tennis, e.g. player, coach, official, volunteer		•	application form
Experience of working as or with a volunteer	•		application form/interview
Practical experience of managing Table Tennis or sports development project(s) including action planning, reviewing and evaluation	•		application form/interview
Experience of developing and managing partnerships with a variety of local and regional agencies		•	application form/interview
Experience of recruiting and managing staff		•	application form/interview
IT literate and practical experience of Microsoft Office (Excel, Word, PowerPoint)	•		application form
Knowledge and Understanding			
An understanding of sports equity	•		application form/interview
Basic knowledge and understanding of ETTA structures and programmes including PremierClub	•		application form/interview
Sports development knowledge and an understanding of sports development structures and agencies		•	interview
An appreciation of the opportunities and challenges facing Table Tennis in England	•		interview
Personal Qualities			
A 'self starter' and multi-tasker able to work strategically without close supervision	•		application form/interview
Ability to manage a heavy work programme, work to set priorities and achieve against specified targets	•		application form/interview
Have effective and versatile communication skills to suit a variety of audiences (written and verbal including presentation and diplomacy skills)	•		application form/interview
Ability to promote, influence and negotiate investment in Table Tennis	•		interview
Have a positive attitude to equal opportunities	•		interview
Other Criteria			
Willingness to work a flexible working week including unsociable hours (evenings and some weekends)	•		interview
Possess a driving licence and have full use of a suitable vehicle	•		application form
Be prepared to work from a designated office within the region	•		interview
Have a commitment to continuous professional development	•		application form/interview

