

Employer:	Active Black Country
Job title:	Community Delivery Manager - Aquatics
Location:	Office location in Black Country Area
Contract:	2 -year fixed term contract, with possible extension subject to performance and funding
Salary:	£28,000 - £32,000 per annum (FTE)
Hours of work:	37.5 hours per week
Reporting to:	Active Black Country (ABC) Ltd

Job Purpose: To lead on the development and delivery of the BSA’s aquatic programmes and partnerships in Active Black Country and Sport Birmingham

Core Areas of Responsibility:

1. To be the lead contact for the BSA’s innovative, community led approach to programme development and delivery in the Black Country and Birmingham
 - Expand the BSA’s Water Orientation, Familiarisation and Safety Programmes, “BSA Blue Hour™ and BSA Together We Can™” (TWC) into Black Country and Birmingham

- Ensure that 'BSA Blue Hour™ and BSA Together We Can™' is adapted as required for delivery according to the local community requirements.
 - Focus on helping people from ethnically diverse and marginalised communities feel comfortable in, on and around the water, building their confidence and water safety knowledge.
 - Provide opportunities to develop their skills to become part of the aquatic workforce or wider leisure sector.
 - Create a written programme proposal/action plan with indicative costs, delivery timelines and recommended delivery partners for the programme of activity.
 - Develop and support a team of community champions or 'buddies' that support the programme.
 - Oversee monitoring, evaluation and learning of programme delivery and community engagement.
2. To build strong partnerships into ethnically diverse communities across the Black Country and Birmingham, utilising existing community groups such as (and not limited to) faith groups and resident/housing associations and Community Connectors.
 3. To create good working relationships with pool owners/operators across the region, including Local Authorities, private operators and schools.
 4. To explore new opportunities to create bespoke and innovative aquatic programmes suitable for people from Black, Asian and minority ethnic communities.
 5. To deliver any community engagement campaigns led by insight, learning and need, specifically:
 - To utilise the community engagement programme in accelerating partnerships with local communities and wider stakeholders.
 - To help promote research programmes with a range of partners.
 6. Work with partners to consider new funding options and grant applications to expand the delivery of aquatics programmes.

General duties

- Achieve agreed performance targets and participate in regular personal reviews.
- Engage in training, identify personal and professional development needs and continuously seek to refresh knowledge in relation to the job.
- Cooperate in the formulation and development of systems for monitoring and evaluating the work of the project.
- Treat with confidentiality any information about any organisation, its staff, trustees or clients that is sensitive, personal or private.
- Be aware of and always adhere to the organisation's policies and procedures, including:
 - the organisation's equal opportunities, safeguarding and data protection policies, and with due regard for health and safety.

- Travel to all parts of the Black Country and Birmingham as appropriate to deliver the role.
- Work flexibly and be available for occasional out-of-hours working as appropriate.

Person Specification:

Essential Criteria

- Highly organised and effective at prioritising workloads
- Strong project management experience
- Knowledge of active lifestyle barriers and motivators and methods of overcoming barriers, particularly in relation to diverse communities
- Excellent experience of delivering programmes/ developing partnerships within ethnically diverse communities
- Good stakeholder management experience
- Experience of building positive relationships
- Hard working and able to work under minimal supervision.
- Capable of working effectively as part of a team, face-to-face or virtually
- Excellent interpersonal skills
- Collegiate approach to developing partnerships at regional and local level, whilst remaining focused on project delivery goals
- Capable of working effectively with MS Office and appropriate project management software

Desirable Criteria

- Knowledge of the world of aquatics and leisure environment
- Experience/knowledge of marketing to support diverse communities.