

# APPLICATION PACK



DRIVING  
COMMUNITY  
HEALTH

## DEVELOPMENT MANAGER

**Fowey  
River  
Academy**



Academies  
Partnership

**Salary: £24k** with potential to increase through performance related targets

**Contract Type:** 37.5 hrs per week

**Contract Term:** Permanent

**This role will require the successful applicant to work their contracted hours across early mornings/evenings/week days and weekends**

11-16 mixed comprehensive

[www.fracademy.org](http://www.fracademy.org)

## Sports Hub Development Manager

Our sports facilities are second to none...and now we need a Development Manager with the entrepreneurial flare to take our community sports hub to the next level. We are looking for a passionate sports advocate who can build links with the community, drive new partnerships and create great reasons for people everywhere to use our facilities. So, if you want an exciting challenge, where there is no ceiling to what you can do, then this could be the job for you.

Who are we looking for?

- Someone with a strong sports background, not necessarily in fitness alone
- An entrepreneur or creator who has an eye for an opportunity
- A multi-tasker, adept at plate spinning and willing to get their hands dirty
- Above all else, a grafter, someone willing to go the extra mile to make things work

In this role, you will be responsible for running the facilities, managing a small team of Personal Trainers, developing new activities and events and building membership and the profile of the Sports Hub. We are an incredibly ambitious team co-located within Fowey River Academy and we want to do things differently, on purpose and aim to be the sports centre of choice in the local area but also far and wide, why not, with the views we have and the facilities both indoor and outdoor on our doorstep, who says the GB Olympic Squad couldn't have a Summer Camp here!

We are part of the Leading Edge Academies Partnership and we are expanding and evolving fast. Please visit our website [www.leadingedgeacademies.org](http://www.leadingedgeacademies.org) for further information.

An application form and information pack are available via our Academy website or on request by telephoning the Academy.

Leading Edge Academies Partnership is committed to safeguarding and promoting the welfare of students and expects all staff to share this commitment

For further information, please contact Claire Grist  
PA to the Headteacher at Fowey River Academy:  
01726 833484 or email: [cgrist@fracademy.org](mailto:cgrist@fracademy.org)

**Closing date for applications:** 12 noon, Friday 23rd July 2021

**Interviews:** w/c 26th July 2021 Start: TBA

Please return completed application forms to Claire Grist at the Fowey River Academy.  
The successful candidate will be subject to reference checks with previous employers and an enhanced DBS disclosure check.

## Welcome

Dear Applicant,

Thank you for your interest in our Sports Hub Development Manager position. We hope that this letter and the attached information helps you to understand that we are working hard to make our Sports Hub stand out from the crowd.

We are part of the Leading Edge Academies Partnership. This is one of the top performing MATs in the country. You will be working for an employer who is absolutely committed to developing talent in staff, engaging with the community through innovative community provision, innovating curriculum delivery and ensuring that all stakeholders soar and thrive. You are encouraged to view the MATs website, [www.leadingedgeacademies.org](http://www.leadingedgeacademies.org).

Fowey River Academy and the Sports Hub prides itself on its values . Relationships matter to us and we are influenced by our core values of 'Ethical, Excellence, Equity, Empathy, Evolution and Endurance', which guide all of our conversations and decision-making.

Therefore, the people we appoint are key to our future and, unsurprisingly, we are very clear about the type of colleagues we now need.

We admire people who have got themselves out there – we call them 'magpiers'. These are the people who will bring world-class ideas that work, to beautiful Mid Cornwall and change lives.

If this excites you and you want to work hard with us to develop your career, then we would love to hear from you.

Yours sincerely

Jon Rolls  
Community Enterprise Director

## Notes to Applicant

Dear Applicant,

### Application

If you wish to apply, please either email your application to Claire Grist, PA to the Headteacher at [cgrist@fracademy.org](mailto:cgrist@fracademy.org) (copies of all the details are available online on our website under the 'Vacancies' section), or post your completed application form to the address below, together with a covering letter, clearly demonstrating your suitability for the role. Where possible, please also provide email addresses for your referees.

### Closing Date

Please ensure your application arrives before the closing date/time and that the post for which you are applying has been stated clearly on the application form. Applications received after the closing date will not be accepted.

### Interview

Interviews for the post will take place shortly after the closing date or as stipulated on the advertisement above. Please assume that if you have not heard from us within 2 weeks of the closing date that, unfortunately on this occasion, your application has not been successful.

Fowey River Academy is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

**The successful applicant will be required to undertake an Enhanced DBS Disclosure.**

Fowey River Academy  
Windmill  
Fowey  
Cornwall  
PL23 1HE

Phone: 01726 833484

Web: [www.fracademy.org](http://www.fracademy.org)

## Job Description

<b>Post Title:</b>	Sports Hub Development Manager
<b>Purpose:</b>	To develop the Sports Hub into a leading venue for fitness and health in the area
<b>Reporting to:</b>	Community Enterprise Director
<b>Liaising with:</b>	Sports Hub team, FRA Facilities Team, FRA PE Team
<b>Working time:</b>	Full-time
<b>Salary/Grade:</b>	£24k with potential to increase through performance related targets
<b>Disclosure level:</b>	Enhanced

### MAIN (CORE) DUTIES

<b>Main tasks</b>	The specific nature and balance of these responsibilities may vary according to the needs of the Sports Hub and may be shared.
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### Key Activities and Responsibilities

- Act as the lead for the Sports Hub in the community, with partners and across the school
- Develop a community/stakeholder engagement strategy to build membership levels, to include:
  - Developing and managing a creative marketing plan for The Sports Hub
  - Designing and delivering an exciting events programme
  - Developing holiday camp provision
  - Building links with local businesses and partners
  - Building and strengthening ties with existing user groups to increase participation
- Developing a 'space hire' strategy to help increase utilisation of all existing spaces
- Managing the team of Personal Trainers to deliver high quality customer service which;
  - Motivates clients through positive engagement both in the gym, outdoors and through follow up consultations
  - Develops new group exercise classes such as spinning, outdoor bootcamp etc
- Ensuring facilities are fit for purpose, regularly maintained and upgraded
- Working closely with the CED to develop funding bids to improve facilities and grow provision
- Liaising with the FRA PE Team and working closely to align with school PE strategy
- Leading by example and modelling good fitness traits to our customers
- Supporting the team by running activities or supervising the gym spaces if rotas require it

### Other Specific Duties

- To remain and adhere to the Trust's Safeguarding Policy and child protection procedures.
- To play a full part in the life of the Academy community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To actively promote the Academy's corporate policies.

- Be responsible for your own continuing self-development, undertaking training as appropriate.
- To be aware and adhere to applicable rules, regulations, legislation and procedures eg the Trust Equality and Diversity Policy, Staff Code of Conduct, national legislation and GDPR Data Protection Regulations.
- To comply with the Academy's Health and Safety Policy and undertake Risk Assessments as appropriate.

**As a restorative organisation we:**

- Apply the principles of mutual respect and responsibility in all our internal and external relationships.
- Actively work to prevent, address and repair harm.
- Engage in continuous learning to further develop our communication and problem-solving skills.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

## Person Specification

Essential	Desirable	Demonstrated By
<b>Qualifications</b>		
	<p>Sports qualification/degree</p> <p>And/or;</p> <p>Level 2 Gym Instructor qualification</p> <p>Registered on Register of Exercise Professionals.</p> <p>First aid and CPR training and certification</p>	Application Form / Interview
<b>Experience</b>		
Experience/background of managing/developing projects and/or facilities BUT with a clear passion for sports development	<p>Experience in sports instruction/coaching and/or experience of business management/project development.</p> <p>Formal sports coaching/instructing qualifications.</p>	Application Form / Interview
Experience of working with communities and stakeholders	Track record of significant community/facility development	
An ability to put together sound proposals	A strong track record of developing successful funding bids	
A commitment to safeguarding children and young people and an awareness of current national legislation relating to safeguarding and child protection.		Application Form / Interview
Experience or marketing and communications to increase user uptake/membership/interest	Experience and skilled in use of social media and other media to generate growth	Application form/interview
Track record of generating significant user interest/following in a specific sporting/health/community activity	Experience of coaching and/or delivering fitness activity to groups	
Ability to work with and communicate with young people to adults from beginner to advanced	Able to work with clients who may need specialised attention due to previous injuries or health	Application Form / Interview

levels of fitness experience.	problems.	
Good general business understanding and appreciation of business financial management	Experience of running a business, or project including budget development/management	Application Form / Interview
<b>Personal Attributes</b>		
Strong leadership skills, the ability to manage and mould a team and build capacity.		
The ability to spot opportunities and capitalise on them, bringing people with you on the journey.		
Passionate about delivering high quality services.		Application Form / Interview
Self-motivated but enjoy working as part of a team. A true grafter.		Application Form / Interview
A creative and innovative thinker.		Application Form / Interview
Excellent organisation and coordination skills with the ability to prioritise effectively and enjoy multitasking.		Application Form / Interview
Excellent written and interpersonal communication skills with a high level of personal presentation.		Application Form / Interview
Positive attitude, encouraging and patient with all customer groups.		Application Form / Interview
Able to build trusting relationships with all stakeholders.		Application Form / Interview
Confidence to engage directly with people and encourage and motivate them to participate in activities and events.		Application Form / Interview