



Strategic Lead - Development & Operations

Location - Home based with national travel.

Hours – 32 hours per week (0.8 FTE)

Salary - £35k - £45k FTE. 18-month contract

Introduction

Founded in 2020 with a clear mission to ensure African, Caribbean, and Asian communities have equitable access to vital water safety education, drowning prevention and the benefits of aquatics, the Black Swimming Association (BSA) is spearheading a transformative movement within the aquatic sector, providing an invaluable bridge into communities that have been historically excluded, disenfranchised and invisible in the context of aquatics and water safety.

In the UK, swimming and water-based activities have long been cherished for their physical and mental health benefits. However, the unfortunate reality is that not everyone has equitable access to these opportunities. Historical, social, and economic inequalities, coupled with institutional bias, have resulted in some communities being significantly underrepresented across all aspects of aquatic engagement.

By amplifying the voices and experiences of ethnically diverse and other marginalised communities, we aim to challenge the status quo and dismantle the barriers that prevent individuals from fully participating in and benefiting from aquatics. Importantly, the BSA's work extends beyond swimming pools, encompassing all water-based activities that rely on swimming skills and water safety knowledge. By broadening our scope through the formation of Inclusive Aquatics C.I.C., we seek to create a comprehensive and inclusive approach to aquatics that ensures everyone, regardless of their background, can safely and confidently enjoy the benefits of water-based activities.

The BSA group consists of the Black Swimming Association (charity) and Inclusive Aquatics (C.I.C) and the Strategic Lead for Development & Operations role will contribute to the work of both the charity and the C.I.C.

Overview

The Head of Development & Operations will help the BSA group achieve its mission of enabling people from all communities to learn to swim and to be safe in and around water, by providing exceptional management support across the operational functions of the organisations. The role involves increasing the impact and reach of the organisations by ensuring that service delivery in all areas of the organisations work is effective and efficient, and that the charity performs to a high standard of governance and compliance. The postholder will put all required systems, policies, and processes in place to enable the organisations to make measurable progress towards its strategic objectives. Additionally, the role involves fundraising from diverse income sources to ensure the sustainability of the organisations, as well as overseeing the timely monitoring and reporting of all grants and donations received.

Purpose of the role

The Head of Development & Operations is responsible for developing and leading a strategic and operational plan in support of the BSA group's mission, and for providing leadership and direction to operations, administrative functions, and fundraising. The postholder will oversee the day-to-day operations of the charity and will provide essential HR support to the remote team. As a member of the Senior Leadership Team (SLT) the postholder will work closely and collaboratively with the Head of Programmes and Head of Research & Evaluation, as well as with the Chair and Board of Trustees.

Main responsibilities

1. Devise and implement a strategic and operational plan incorporating and linking all aspects of delivery and functions.
2. Review the organisations systems, policies and processes and devise new ones where required to ensure full compliance.
3. Oversee all internal operations and logistics from a staff perspective, including administrative tasks.
4. Oversee and implement the Governance Improvement Plan (GIP)

5. Management of the BSA group's Risk Register, including mitigating actions
6. Work closely with the Finance Manager, enable financial forecasting, budgets, and monitoring
7. Lead on fundraising initiatives to generate new income for the organisations work.
8. Lead on recruitment initiatives, including interviewing and hiring new staff members.
9. Create and monitor the charity's progress towards achieving its objectives and embed a culture of continuous improvement and learning across the BSA group.
10. Develop and maintain external relationships with organisations supporting the BSA group.
11. Work closely with delivery colleagues to ensure programmes and operations are adequately resourced.

As a member of the BSA group's Senior Leadership Team (SLT), the role will include:

1. Working closely with SLT members to review, update and implement the organisations strategy and business plan.
2. Ensuring that the BSA group's development and operations are well-aligned with and complements the organisations other programmes and initiatives.
3. Attending regular meetings with the SLT to track the organisations progress, measure its impact and makes demonstrable progress towards its objectives
4. Deputise for the Chair. for example, at appropriate meetings and events as required.

Additional Duties

Tasks and responsibilities for all staff can be varied and occasionally unpredictable. The post holder is expected to respond in a flexible way when such occasions arise and undertake tasks not specifically covered in this Job Description, but which are coherent within the role of Strategic Lead - Development & Operations.

Accountability and relationships

The role will be accountable to the Chair and to the Board of Trustees. The postholder will work with other SLT members on strategic planning and to ensure the effective alignment of the various workstreams.

Line management responsibilities

The role will include line managing the Finance Lead, Project Coordinator and Communications Officer. Additionally, the role will manage the recruitment, management, and supervision of volunteers.

Person specification

Essential knowledge, understanding, skills and experience.

Development & Operations	5 years' experience in a development / operations role with a focus on <ul style="list-style-type: none"> ● Fundraising from a diverse range of sources; including but not limited to, grant-making foundations, charitable trusts, corporate and individual philanthropy. ● Application of the sports code for governance and the Charities Statement of Recommended Practice (SORP) ● Working knowledge of data analysis and performance / operation metrics ● Familiarity with business software (CRM, accounting software) 	Essential
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Aquatics & Water safety	Knowledge of and a passion for aquatics and water safety	Essential
Diversity & Inclusion	Knowledge of current inequalities in sport / aquatic participation and a passion for diversity and inclusion through education, advocacy, support, and research.	Essential
Sectors	Knowledge and understanding of the charity, community interest and not for profit sectors.	Essential
	Knowledge and understanding of the sports sector and the landscape for community sport including Uniting the Movement (Sport England) and Get Active (DCMS).	Essential

Organisational Performance	2 years' experience of senior leadership with a focus on <ul style="list-style-type: none"> • Develop and implement an organisational vision, culture, and values • Manage complex relationships across multiple and diverse stakeholders. • Sets a clear agenda, consults, and gains support from key stakeholders. • Able to commission and / or undertake research, and critically analyse and integrate complex information. • Support the development of organisational strategy and plans. 	Essential
	Understand the impact of knowledge management / development, data governance / management and services management. Be able to initiate and lead change in the organisation through to identifying opportunities through insight management e.g. -competitive analysis, macro trends and customer/user understanding.	Essential
	Knowledge of ethics and values based on leadership and the ability to influence, negotiate and use advocacy skills to build reputation and effective collaborations. Including: <ul style="list-style-type: none"> • Regulatory environments and legal • Health and safety and well-being compliance requirements • Corporate social responsibility • Risk management • Environmental impact, • Data/information governance. 	Essential
	Know how to evaluate financial and non-financial information and manage budgets, controlling expenditure and production of financial reports.	Essential

Interpersonal Excellence	Understand the importance of organisational culture, diverse nature, values and behaviours, and the benefits of developing these within an organisation.	Essential
	Demonstrate the ability to <ul style="list-style-type: none"> • Set goals and accountabilities at organisational and individual levels of responsibility. • Delegate to others, provide clear guidance and monitor progress. • Develop interpersonal and team working skills and manage and chair meetings and clearly present actions and outcomes. 	Essential
	Demonstrate ways to articulate vision into operational strategies, demonstrating clarity in thinking and using inspirational communication.	Desirable
	Foster an inclusive culture, encouraging diversity and difference.	Desirable

Delivering Long Term Purpose for Innovation	Understanding of project management across planning, design, development, deployment, and evaluation. Including <ul style="list-style-type: none"> • Risk management models and reporting, risk benefit analysis and Health and Safety implications. • Plan, organise and manage resources to achieve organisational goals. • Identify key outcomes, develop, and implement plans and monitor progress, and provide reports as required • Proactively identify risk and create plans for their mitigation. 	Essential
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	Use qualitative and quantitative analysis of information and data and benchmarking against others to implement service/organisational improvements and opportunities for innovation and growth.	Desirable
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Personal Effectiveness	Understand the importance of self-awareness and recognise different working and learning styles within organisational settings.	Essential
	Know and exemplify how to use emotional and social intelligence, and active listening and open questioning to work effectively with others.	Essential
	Reflects on own performance, demonstrates professional standards in relation to behaviour and ongoing development. Sets an example, and is ethical, fair consistent and impartial.	Essential
	Advocates the use of good practice within and outside the organisation.	Essential
	Can manage stress and personal well-being, and confident in knowing core values and drivers.	Essential
	Know how to undertake research, data analysis, problem solving and decision-making techniques.	Essential

IT	IT literate with experience of Microsoft Office package	Essential
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Qualifications

Research	Academic qualification in business or charity management	Desirable
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How to apply

If you wish to apply for this position, please supply the following:

- A detailed CV (maximum two sides) setting out your career history, with responsibilities and achievements. Within your CV, please provide details of two professional referees. Referees will not be contacted without your prior consent.
- A covering letter (maximum two sides) highlighting your suitability for the role and how you meet the person specification. Please note that the covering letter, is an important part of your application and will be assessed against the specified qualifications, knowledge, understanding, skills, and experience so we request that you reference all parts listed. Please include your salary expectations.

The BSA group encourages and welcomes applications from all people, regardless of background, ability, and circumstances. Upon submitting your application, we will send you an equality monitoring form for you to complete.

If you have any questions about the role, please contact Dan Newton (dan.newton@inclusiveaquatics.com), you will receive a response to your request the next working day.

To complete your application, please email your CV and cover letter Dan Newton (dan.newton@inclusiveaquatics.com) by 1200 on Friday 12 January 2024.

The BSA group will review all applications and shortlist candidates for interview between Friday 12 January and Thursday 18 January. Interviews will take place on Tuesday 23, Wednesday 24 and Thursday 25 January 2024.