

We're looking for a **Development Manager** to join the Saracens Foundation team. This role will match the Charity's aims for growth in the coming months as we aim to achieve the key milestones set out in our vision and strategy.

Since its inception in 2000, the **Saracens Foundation** has worked in the surrounding areas of Hertfordshire and North London delivering more than 30 projects in these local communities where sport is used as a tool for empowering social change in behaviour to lead active, healthy and rewarding lives.

The role will report directly to the Senior Development Manager within the team.

Saracens is an inclusive, people first organisation. A core part of achieving our mission is that our workforce is diverse and reflective of the community that we serve. There will be no discrimination in our recruitment and selection processes, nor when considering pay and benefits. We encourage people from all backgrounds to apply for the position and join us on our mission to enrich lives through sport and entertainment. (You can read more about [diversity and inclusion here](#)).

If you are excited by the idea of working with our Foundation team, we'd love to hear from you.

JOB TITLE:	Development Manager
LOCATION:	Stone X Stadium, Hendon
CONTRACT TYPE:	Permanent, Full Time
KEY STAKEHOLDERS:	All internal departments and external stakeholders
REPORTS TO:	Senior Development Manager
SALARY:	£30,000 - £34,000

PURPOSE OF THE JOB:

You will manage a team of Project Officers who are coordinating and delivering Sport for Change projects in Prisons, Pupil Referral Units and the local community across North London and Hertfordshire.

You will take a strategic approach to project development and delivery, ensuring that the projects meet objectives and deliver impacts on local people and communities.

You will be 'hands-on', developing, leading and delivering against the operational and Foundation targets set out within the Foundation strategy. You will manage a team to create and deliver industry leading charitable activities, while also being the key account holder for an area of work.

You will work closely with the other Development Managers to ensure that the Foundation's projects are being managed in a way that generates cross-project working. This will include working with the Foundations Videographer to create content that promotes the daily impact the Foundation has on its community.

KEY ROLES & RESPONSIBILITIES:

1. Development Managers provide strong leadership as the key decision makers for programme areas. They are empowered to make decisions to improve projects and constantly think about project direction.
2. Provide strategic guidance and insight to support the Project Officer team, taking a lead on project development in terms of project-strategy, planning and delivery.
3. Ensure that work produced meets all objectives set, is done by the agreed time to the highest standard and achieves the best possible outcome for the Foundation.
4. Assists in the development of creative ideas to improve projects, engage beneficiaries, and provide the greatest impact on people and communities.
5. Resolve issues arising from projects in a timely manner using a solution focused approach.

PERSON SPECIFICATION

The successful candidate will have the following:

Essential

- Experience in providing strategic guidance and leadership to direct reports ensuring they achieve their individual objectives.
- Knowledge, understanding and empathy for the personal and societal issues faced by the marginalised groups we work with.
- Ability to deliver high quality sessions when appropriate – Classroom sessions/Leadership qualifications.
- Extensive experience in creating and delivering project plans and funded projects.
- Experience of setting, managing, monitoring, and achieving ambitious targets.
- A creative problem solver who can identify and implement improvements to projects.
- Experience managing budgets from diverse income sources (e.g. grant income, corporate funders and paid for services).
- Proven understanding and experience in leveraging funding for projects and programmes.
- A 'people person' with excellent interpersonal skills with the ability to build strong internal and external relationships.
- Good communicator and facilitator with excellent presentation skills including ICT capability.
- A resilient decision maker, able to stay calm and collected under pressure.

Desirable

- Experience of working within an elite sport foundation that sits alongside an elite sport club.
- Knowledge of regional and national sport programmes, and the landscape of sport development.
- Experience of project management within Sport for Change or a similar industry.

- Experience of successfully applying for funding and being aware of process.

Personal Characteristics

- You have a relentless focus and are a great team player.
- You thrive in and promote a culture of **hard work, discipline, honesty**, and **humility** to deliver results.
- You manage projects, activities, and resources effectively, assuming personal ownership and accountability for results.
- Be organised and efficient in your approach to your work and tasks.
- Be flexible in your approach to managing your workload but also possess the ability to work under pressure and meet deadlines.

BENEFITS

Compensation

- The Foundation conduct an annual pay review. However, proactive pay increases will be implemented to reflect growing responsibilities.

Working from home

- We all work from the office on Mondays, Tuesdays Thursdays and Fridays before a match day. This keeps team collaboration and engagement high.
- If you are normally office-based, you can still work from home occasionally - **as long as you have a good internet connection and a private, quiet space which allows you to do your best work.**

Holiday

- 25 days' holiday a year, plus bank holidays - please use them all!

Health & Wellbeing

- Paid sick leave for both physical & mental health.

Sports & Entertainment

- After work events including PT, football and tag rugby.
- Ballot tickets for Saracens Home Games.
- Ballot tickets for International Rugby Games.
- Opportunities for discounted tickets to Saracens games and events for you and your family.

Family

- Enhanced paid maternity, paternity, adoption or shared parental leave, if you've been with us for at least 26 weeks.
- Life assurance with Zurich.

Commuting

We're a member of the cycle-to-work scheme.

Applications should be made by submitting a CV and covering letter incorporating suitability to the role. Applications should be sent to Sangita Asani, People Business Partner at recruitment@saracens.net.

Closing date for applications is **Friday 5th January 2024 at 5.00pm.**

We anticipate first stage interviews to take place on week commencing the 15th January 2024.

Saracens Group positively welcomes and seeks to ensure we achieve diversity in our workforce and that all job applicants and employees receive equal and fair treatment. We encourage applications from all candidates regardless of age, race, gender, gender identity, gender expression, religion, sexual orientation, disability, or nationality.

Disclaimer: due to the high volume of applications we receive, we reserve the right to close a vacancy earlier than the advertised date. This is to ensure our teams can manage application levels while maintaining a positive candidate experience. Once a vacancy has closed, we are unable to consider further applications, so please submit your application as soon as possible to avoid disappointment.