



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.

You will manage a team of Project Officers who are coordinating and delivering projects in the Disability, Dance Mass Events and Cheerleading areas across North London and Hertfordshire. This area of our work currently includes the use of rugby, dance, athletics, cheerleading and physical activity to positively impact our local community. You will take a strategic approach to project development and delivery, ensuring that the projects meet objectives and deliver positive 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, whilst 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.

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.

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

#### **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.

## PERSON SPECIFICATION

The successful candidate will possess the following:

### Skills

- Extensive experience in creating and delivering project plans.
- Experience of setting, managing, monitoring, and achieving ambitious targets.
- Experience in providing strategic guidance and leadership to direct reports ensuring they achieve their individual objectives.
- Experience managing budgets from diverse income sources (e.g. grant income, corporate funders and paid for services).
- You are a creative problem solver who can identify and implement improvements to projects.
- Ability to deliver high quality sessions when appropriate.
- 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.
- A passion and empathy for helping those from marginalised backgrounds.
- Able to multitask and manage workload effectively.

### Experience

- Knowledge of regional and national sport programmes, and the landscape of sport development.
- Experience or knowledge of working within the Sport for Change landscape (desirable but not essential).
- Using sport to positively influence the disabled community.
- Experience of successfully applying for funding and being aware of funding processes.
- You have excellent written and verbal communication skills (attention to detail is essential).
- Understand the current challenges faced by organisations in the charity sector.
- Experience of working within an elite sport foundation that sits alongside an elite sport club (desirable but not essential).

### 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.
- You are organised and efficient in your approach to your work and tasks.
- You are flexible in your approach to managing your workload but also possess the ability to work under pressure and meet deadlines.

## **BENEFITS**

### Compensation

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

### Working from home

- We all work from the office on Mondays and Thursdays. This keeps team collaboration and engagement high.

- On Tuesdays, Wednesdays and Fridays you can work from home - **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.

#### **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.
- Potential discount with some partner organisations.

#### **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. Please ask HR for more details.

Applications should be made by submitting a CV and covering letter incorporating suitability to the role. Applications should be sent to Sangita Asani, HR Manager at [recruitment@saracens.net](mailto:recruitment@saracens.net).

Closing date for applications is **Friday 30<sup>th</sup> of August at 5.00pm.**

We anticipate first stage interviews to take place on week commencing the **9<sup>th</sup> of September.**

*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.*