

Working at BaseballSoftballUK

ROLE PACK

DEVELOPMENT OFFICER

APRIL 2024



INTRODUCTION

WORKING AT BASEBALLSOFTBALLUK

BaseballSoftballUK (BSUK) is seeking to appoint a Development Officer. The Development Officer will play a crucial role in fostering growth and engagement within youth, schools, clubs, universities, and communities. This multifaceted position requires a proactive individual with a passion for community development and a commitment to enhancing participation in sports.

Since 2000, BSUK has provided services to the sports' governing bodies with the aim of developing and increasing levels of participation, skill and achievement in UK baseball and softball. Established as a not-for-profit organisation, BSUK is committed to developing the reach and participation levels in baseball and softball.

There are currently around 20,000 participants playing organised baseball/softball in a thousand teams each year. The playing population is well represented by children, undergraduates, businesses, women and the LGBTQ+ community.

In August 2020, we launched a new four-year rolling strategy titled "Two Sports, One Ambition". The strategy identified four key priorities – increasing participation, developing talent, supporting the grassroots and improving the financial sustainability of the sports and of the organisation. Our ambition is for baseball/softball is to be played in more places, by more people.

When you join BSUK, it is not just another job. You will work in a progressive development and performance agency, looking to make lasting and meaningful impact on people's lives through baseball and softball. We pride ourselves on being outspoken in our words and deeds on the place of women and girls in sport and the importance of proactive LGBTQ+ initiatives. We seek out opportunities to work in ethnically diverse communities and to introduce our sport to people who have disabilities.

BSUK employs a dynamic, skilled, and nimble team able to deliver to the needs of the two Federations and wider community. Staff cover a wide range of work areas, including Performance, Development, Operations, Finance, and Governance. The full-time and part-time staff are supported by a national team of freelancers and volunteers.

Why work for BSUK?

1. It is rewarding

A desire to build a brighter future for our sports is shared between all involved – from the board of directors to the staff and national volunteers – all working towards a common vision. There is a great deal of potential within the sports that we are all working to realise.

2. It is a great time to be involved with the sports

Baseball and softball are booming – with the number of participants having nearly tripled in the last decade. This is an exciting time to be employed in the sports thanks to funding partnerships with Sport England, UK Sport, Major League Baseball and the Mayor of London's Office, an opportunity for the national teams to qualify for the Olympics in 2028 and Major League Baseball events coming here.

3. Never a dull moment

The role is varied – no two days will be the same. There's scope to develop the role and help the organisation reach the next level.

4. Build your network

You will be working with a wide range of companies, meeting new people and exploring new opportunities.

5. Flexible working policy

We operate a progressive Flexible Working Policy.

You can learn more about us [here](#).

JOB DESCRIPTION

DEVELOPMENT OFFICER

JOB TITLE: Development Officer (Youth, Schools, Club, Universities and Communities)

REPORTS TO: Head of Development

LOCATION: TBD

CONTRACT: Part Time (.4 FTE)

PAY BAND: £27,652 – £33,760

APPLICATION DEADLINE: Application closes at 11:59pm on Tuesday 7 May 2024

Role Summary and Overview

As a Development Officer in a part-time capacity, you will play a crucial role in fostering growth and engagement within youth, schools, clubs, universities, and communities. This multifaceted position requires a proactive individual with a passion for community development and a commitment to enhancing participation in sports. The successful candidate will work to strengthen relationships, implement development initiatives, and contribute to the overall advancement of our organisation.

The Benefits

- Competitive salary
- Great holiday and flexi days allowance
- Strong Flexible Working Policy (helping to balance some out-of-hours working)
- Resilience-focused culture, placing your personal wellbeing first
- Pension plan
- Home working financial allowances.
- Regular staff training and CPD opportunities.
- and much more of the sorts of things you'd expect from working in a sports organisation



Main Tasks & Responsibilities

1. Youth and Schools Engagement

- Develop and implement programmes to engage youth in sports and foster partnerships with schools.
- Facilitate sports-related activities and events to promote active participation among young people..

2. Club and University Relations

- Cultivate relationships with local clubs and universities to encourage collaboration and participation in sports programs.
- Support the development of clubs and university-level sports initiatives.

3. Community Outreach

- Engage with local communities to identify opportunities for sports development.
- Facilitate community events and initiatives to promote inclusivity and physical activity.

4. Programme Development

- Contribute to the design and execution of sports development programmes across various sectors.
- Tailor initiatives to align with the specific needs and demographics of each target group.

Key Relationships

The postholder will be expected to connect BSUK's work with the efforts of the National Governing Bodies: the British Softball Federation, the British Baseball Federation; with the Youth Sport Trust, BUCS and School Sports Coordinators; Major League Baseball; local authorities and Active Sports Partnerships; and with the Board, Senior Leadership Team and wider staff.

ADDITIONAL RESPONSIBILITIES

DEVELOPMENT OFFICER

Additional responsibilities as a member of staff

As a member of the staff team, the role will be expected to be prepared to contribute across a wide range of activities, accepting collective and individual responsibility, where needed and necessary. At times, this may include becoming involved with regional work, directly delivering development or sports activities or working upwards to shape the strategic direction of the organisation. All staff are expected to be organised and administratively sound, assisting others where necessary.

The activity that a staff member could become involved in includes:

- Setting strategic direction for the development of baseball and softball;
- Identifying initiatives and overseeing strategic planning and implementation;
- Raising public awareness of sporting opportunities and promoting participation in baseball and softball;
- Evaluating and monitoring activities and projects using performance indicators, including maintaining records and producing written reports;
- Attending local, regional and national meetings, seminars and conferences;

- Liaising with clubs and leagues to develop best practice in a range of areas;
- Managing resources and a budget and identifying potential opportunities for external funding;
- Maintaining links with county, regional and national sporting representatives;
- Working within specific guidelines, e.g. equal opportunities, health and safety, child protection;
- Providing technical and general articles for BSUK media as requested;
- Incorporating Equity and Child Protection into development delivery and ensuring relevant actions and targets are met;
- Offering event organisation, coaching, organisation and administration support across the organisation and the sports when appropriate and / or needed.

Job descriptions cannot be exhaustive and the post-holder may be required to undertake other duties broadly in line with the above key responsibilities.



PERSON SPECIFICATION

DEVELOPMENT OFFICER

	Essential	Desirable
Experience		
Proven experience in engaging youth, schools, clubs, universities, and communities in sports-related activities	✓	
Ability to lead and coordinate a team of staff effectively.	✓	
Experience in collaborating with clubs, leagues, universities and coaches to achieve common developmental goals	✓	
Proven success in developing and maintaining partnerships with various stakeholders to support sports initiatives.	✓	
Understanding of youth development principles and best practices.	✓	
Previous experience in a similar role within the sports or community development sector.	✓	
Experience working on development projects at an international level.		✓
Previous experience in a similar role within the sports industry.		✓
Knowledge		
Knowledge of local networks and stakeholders in the sports community.	✓	
Understanding of the challenges faced by baseball and softball organisations.		✓
Understanding of BSUK structures and programmes		✓
Understanding of the British and international sporting landscape.		✓
Familiarity with current trends and innovations in coaching.		✓
Knowledge of sports development principles and strategies.		✓
Skills		
Strong interpersonal and communication skills, with the ability to engage effectively with a diverse range of stakeholders.	✓	
Excellent verbal and written communication skills.	✓	
Excellent organisational and project management abilities.	✓	
Demonstrated leadership skills, with experience in managing teams or volunteers.	✓	
Skilled in sports programme creation, review and development.	✓	
Skilled to use modern IT.	✓	
Capacity for innovative thinking and introducing new approaches to sports development.	✓	
Ability to work flexibly, under pressure, adapting to changing situations.	✓	

PERSON SPECIFICATION CONT.

DEVELOPMENT OFFICER

	Essential	Desirable
Other		
Demonstrable passion for community sports development.	✓	
A team player, who can work well as a member of the staff team	✓	
Organised and delivery focused – able to deliver against targets, based on a sound prioritisation of time and resource, with a heavy workload	✓	
Honesty and diplomacy in working with others. Reliable and accountable.	✓	
Problem solver, making good decisions with a 'can do' attitude.	✓	
Modern, enlightened and embracing of diversity.	✓	
Flexible and adaptable, capable of working part-time hours and adjusting to varied responsibilities.	✓	
Willingness to travel nationally as required.	✓	
Genuine passion for sports and a commitment to the positive impact of sports development on individuals and communities.		✓



HOW TO APPLY

Applications should be made online by clicking [here](#).

You will be asked to provide information about your background and education as well as providing us with a personal statement that reflects the job description and person specification.

For more information, please contact erica.barrett@bsuk.com

Interviews are scheduled to take place the following week and/or on a rolling basis as suitable applications are received. Feedback will be provided to candidates who are invited to interview and are unsuccessful.



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