

Working at BaseballSoftballUK

ROLE PACK

HEAD OF DEVELOPMENT

APRIL 2024



INTRODUCTION

WORKING AT BASEBALLSOFTBALLUK

BaseballSoftballUK (BSUK) is seeking to appoint a Head of Development. The Head of Development will report directly to the Chief Executive Officer (CEO). The post will line manage the development department staff team. The role is to develop, manage, direct and lead the development strategy of BSUK, as set by the organisation. This involves setting and monitoring the strategic aims and targets of the department and being responsible for the delivery of these targets.

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

HEAD OF DEVELOPMENT

JOB TITLE: Head of Development

REPORTS TO: Chief Executive Officer

LOCATION: TBD

CONTRACT: Permanent / Full Time

PAY BAND: £39,543 – £46,831

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

Role Summary

The Head of Development will report directly to the Chief Executive Officer (CEO). The post will line manage the development department staff team.

The role is to develop, manage, direct and lead the development strategy of BSUK, as set by the organisation. This involves setting and monitoring the strategic aims and targets of the department and being responsible for the delivery of these targets.

The main areas are:

- Securing grants locally, regionally, nationally, and internationally.
- Stakeholder management, specifically engaging with local authorities, regional and national sports partnerships.
- Coordination and deployment oversight of a nationwide team of development staff, collaborating with clubs, leagues, and coaches.
- Strategic planning, including revamping the Facilities Strategy and formulating growth strategies for both sports.
- Development and maintenance of partnerships, agency support, and implementation of mechanisms to disseminate sports initiatives at scale.
- Actively increasing visibility and presence across the country through in-person attendance at club meetings and other relevant events.
- Maintenance of current participation levels;
- Growth of participation in our sports;

- Enhancement of the experience of those within the sports, including;
 - Workforce development (coaches, activators, captains and administrators);
 - Organisational development (teams, clubs and leagues);
 - Player development, including the talent programmes;
 - Facility development; and
 - Playing opportunities, such as competitions and events.

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

RESPONSIBILITIES

HEAD OF DEVELOPMENT

Key Responsibilities

Strategic Planning and Financing

- To lead and deliver a comprehensive expansion of the sports development strategy focusing on the discovery of, application to and effectively delivery of numerous new grant funded programmes regionally and nationally;
- Securing grants locally, regionally, nationally, and internationally;
- Stakeholder management, specifically engaging with local authorities, regional and national sports partnerships;
- Report to the CEO on the development strategy of BSUK, to be responsible for the oversight and delivery against the Key Performance Indicators;
- Produce a high-level sports development plan(s) for BSUK identifying key long-term objectives and strategies for achieving objectives, including:
 - Oversight responsibility for delivery of the development aspects of the BaseballSoftballUK Strategic Plan and associated development plans (including the Facilities Strategy) and any further additional plans;
 - Responsibility for ensuring that KPI's are met and documented;
 - The production of an annual participation report with the two sports' NGBs;
 - Supporting local baseball and softball organisations to be well organised and governed;
 - Actively increasing visibility and presence across the country through in-person attendance at club meetings and other relevant events;
 - Working with the grassroots volunteer workforce to be well supported and capable (including coaches, activators, captains and administrators); and
 - Developing new initiatives and approaches to deliver against the above.
- Development and maintenance of partnerships, agency support, and implementation of mechanisms to disseminate sports initiatives at scale;

- Strategically manage BSUK's approach and work into the identified new market areas of Schools, Further Education Colleges, Universities, Companies and Leisure Trusts; and
- Oversee the strategic planning around the development of baseball and softball facilities across the UK.

Programme Management and Development

- To manage the successful delivery of the following programmes against agreed Key Performance Indicators:
 - The MLB London Series Legacy Programme;
 - BUCS Baseball and Softball;
 - Hit the Pitch (if relevant, excluding corporate softball days);
 - BSUK Coach Development Programme;
 - The Slowpitch Academy;
 - The Slowpitch Captains Programme;
 - The Women's Recruitment Programme; and any other BSUK development programmes.
- To develop and deliver appropriate programmes as required to achieve the outcomes set within the BSUK Strategic Plan; and
- To establish, develop and maintain effective systems to plan for and monitor increases in participation, producing reports for both internal and external partners evidencing the impact of BSUK's developmental impact.

Management of Development Department

- To head up the Development Department, including:
 - The performance management and assessment of staff in the Development Department;
 - Divide the sports development plan into key performance indicators and allocate responsibility for delivering and processes for monitor and review;
 - Recruitment and selection of development staff;
 - Support delivery of HR processes to development staff;
 - Manage staff development for development staff; and
 - Control of all Development Department Budgets.

RESPONSIBILITIES CONT.

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Development Relationships

- Strengthen key relationships and partnerships with stakeholders (e.g. Sport England, MLB, Mayor of London's Office, BUCS);
- Securing grants locally, regionally, nationally, and internationally;
- Stakeholder management, specifically engaging with local authorities, regional and national sports partnerships; and
- Maintaining existing relationships and building new ones with organisations able to enhance BSUK's development outcomes.

Financial

- Informing the setting of the BSUK annual and four year budgets, specifically in relation to the development budget lines;
- Management of development budgets against budgets, including managing the development staff's oversight of their relevant budget codes; and
- Support for the BSUK's commercial activities.

Grants

- Oversight and management of all regional and national sports development grant applications and their delivery, including the Mayor of London's grant for MLB London Series Legacy.

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



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.

ROLE REQUIREMENTS

HEAD OF DEVELOPMENT

	Essential	Desirable
Experience		
Proven experience in securing grants at various levels, including locally, regionally, nationally, and internationally.	✓	
Substantial background in stakeholder management, specifically engaging with local authorities, regional, and national sports partnerships.	✓	
Track record in strategic planning, with experience formulating growth strategies for sports, aligned to the organisation's strategic vision.	✓	
Demonstrated ability to lead and coordinate a nationwide team of development staff effectively.	✓	
Experience in collaborating with clubs, leagues, and coaches to achieve common developmental goals.	✓	
Proven success in developing and maintaining partnerships with various stakeholders, including agencies, to support sports initiatives.	✓	
Ability to create and sustain mechanisms for the effective dissemination of sports programmes at scale.	✓	
Demonstrated ability to increasing participation in sport.	✓	
Experience working on development projects at an international level.		✓
Knowledge		
Understanding of BSUK structures and programmes.		✓
Understanding of the British and international sporting landscape.		✓
Skills		
Strong networking skills to foster beneficial relationships with others.	✓	
Excellent verbal and written communication skills.	✓	
Ability to articulate complex ideas and strategies to diverse audiences, including clubs, authorities, and funding bodies.	✓	
Skilled in working with volunteers.	✓	
Strong planning and organisation skills, with the ability to delegate and empower.	✓	
Skilled in sports programme creation, review and development.	✓	
Skilled in strategic leadership.	✓	

ROLE REQUIREMENTS CONT.

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	Essential	Desirable
Skilled to use spreadsheets (with intermediate level formula), word processing, email clients and other modern IT.	✓	
Capacity for innovative thinking and introducing new approaches to sports development.	✓	
Ability to work flexibly, under pressure, adapting to changing situations.	✓	
Other		
A leader who can effectively develop other people's areas of work.	✓	
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.	✓	
Willingness and ability to work a flexible working week including unsociable hours (evenings and some weekends)		✓
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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