



Working at BaseballSoftballUK

Role Pack

April 2022



Introduction to Working at BaseballSoftballUK

BaseballSoftballUK (BSUK) is seeking to appoint a Development Officer on a 0.4 or 0.5 full-time equivalent basis. This is a new role with support to Chartered baseball and softball clubs and leagues at its heart. Since launching the Development Charter in Autumn 2020, engagement levels have been very high. This role will play a significant part in coordinating and delivering support services to those clubs and leagues. We are seeking candidates for this role with a good understanding of community sport and the role that clubs and leagues play in baseball and softball. This is an opportunity for someone starting out on their career in Sports Development or seeking their first career change.

Since 2000, BaseballSoftballUK 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 and all monies raised are re-invested into achieving these aims.

There are currently 26,200 participants playing organised baseball/softball in over 1,100 teams each year. The playing population is well represented by many 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. As part of this, we launched a new Development Charter, allowing any baseball or softball club in the UK to access BSUK's resources, expertise and services free. Our ambition is for baseball/softball is to be played in more places, by more people. Our mission is to increase participation in baseball and softball in the UK to 34,000 players by 2024.

When you join BSUK, it is not just another job. You will work in a progressive development 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.

Funded by the National Lottery and Exchequer, through both Sport England and UK Sport, BSUK is a professional agency for the development of baseball and softball in the UK. Set up by the British Baseball Federation and British Softball Federation, who became our founding members, BSUK has recently celebrated 21 years of improving the sports.

Armed with the remarkable National Baseball and Softball Complex at Farnham Park in Buckinghamshire and several well-loved programmes like our High-Performance Academy, BSUK is harnessing the opportunities afforded by an increasingly global market to develop baseball and softball on these shores.

We work with a range of partners including Major League Baseball (MLB), baseball and softball clubs and leagues around the country, Active Partnership Network, schools, universities, Local Authorities, the Youth Sport Trust, and many more. We are also a member of the British Olympic Association and are represented on the National Olympic Committee.

With the possibility of future MLB regular season games in London, UK Sport investment into our elite programmes, partnerships in place with Sport England, the Mayor of London's Office (GLA) and with exciting facility development projects in the works at Farnham Park and across the country, now is an exciting time to join our team.

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



Development Officer

Details

Role Title: Development Officer

Department: Development

Reporting to: Deputy Head of Development

Location: Remote

Hours: 0.4 or 0.5 Full time Equivalent (15 to 18.75 hours per week)

Contract: Full time, permanent

Direct Reports: None

Salary: £24,396 - £30,138 pro rata

Role Summary

Job Purpose – Overview

- To support the creation of a stronger, safer, and sustainable club and league network through the planning, coordination, and delivery of high-quality support to organisations that are part of the baseball and softball community.
- To increase the number and diversity of people playing and remaining within baseball and softball community clubs.

The successful candidate's work will primarily focus on the BaseballSoftballUK Development Charter, a mechanism for any club or league to access development and safeguarding services from BaseballSoftballUK. Central to our "Two Sports, One Ambition" Strategy, the Charter is at the heart of our strategic priority to provide "efficient grassroots support services".

Main Tasks & Responsibilities

Clubs & Leagues

- To improve awareness and take up of the Development Charter and its services.
- To act as a relationship manager for an identified portfolio of clubs and leagues. These will initially be in London and the surrounding counties.
- To provide consistent and high-quality support to clubs and leagues through the Development Charter.
- To offer further in-depth knowledge and guidance on priority areas through additional Charter services. These include Club/League management, recruitment of players, facility and field development, coach education, youth development, fundraising and grant applications and safeguarding.
- To work with the Deputy Head of Development to grow and improve the Development Charter support services.



- To support the creation of a club ‘health check’ tool to help identify support and development priorities.
- To support clubs and leagues to enhance and develop their facilities, providing administrative support for funding applications and technical guidance. This will include support with applications to the BaseballSoftballUK Facilities Fund.
- To work with the Deputy Head of Development to measure the impact the Development Charter has had to date and generate learning to improve our services and products to increase impact.
- To be an expert and champion of the Development Charter.
- To be responsible for collecting, collating, and analysing some participation data relating to BaseballSoftballUK and Sport England investment targets and outcomes.
- To raise awareness, and engagement levels, of baseball and softball.

Key Relationships

- To develop high quality relationships with baseball and softball community volunteers.
- Work in partnership with local and regional partners to develop, promote and enhance baseball and softball provision. These will include development partners, Active Partnership Network, Local Authorities, other National Governing Bodies of Sport, universities, colleges and schools, and other relevant agencies.

BaseballSoftballUK & Other Responsibilities

As a member of the staff team, you will be expected to contribute across a wide range of activities, accepting collective and individual responsibility, where needed and necessary.

- To incorporate diversity and safeguarding into development plans and ensure relevant actions and targets are delivered.
- To provide additional administrative and organisational support to BSUK programmes where necessary and directed.
- To undertake any other duties commensurate with the level of the post as determined by the Head of Development.

Development Officer – Person Specification

Skills and Experience	Essential	Desirable
Have an understanding of the community sport sector and be able to undertake focused and effective club and league development support.	*	
Ability to organise and deliver high quality workshops and network events.	*	
Have a working knowledge and understanding of the structure and organisations operating in British baseball and softball and the role of BSUK within it.		*
Proven ability to create and maintain effective partnerships with a diverse range of partnerships from community, sports bodies form the voluntary, statutory, and private sectors.	*	

Can effectively build and manage a wide range of relationships to ensure that BSUK is positively represented and accesses appropriate opportunities.		*
Inquisitive & analytical, using insight to ensure interventions and programmes achieve maximum impact.		*
Relevant experience or training/qualifications in sport development or from the wider sector and a commitment to their own continuing professional development.	*	
Self-motivated and seeks to continuously improve own capabilities.	*	
Strong track-record of meeting delivery targets and outcomes.		*
Effective problem solving skills using professional judgment to provide advice and to advocate action.		*
Awareness and understanding of equality issues and experience of working with organisations who support under-represented groups.		*
Experience of working with volunteers in community sport.		*
Experience of project management techniques.	*	
Ability to collect, record and present accurate research findings.		*
Demonstrate strong communication skills – excellent verbal, written and presentation skills with an ability to influence and inspire others.	*	
Organised, yet flexible with an ability to manage and prioritise your workload in order to achieve multiple outcomes concurrently.	*	
Be committed to equality of opportunity and demonstrate an understanding of diversity and safeguarding issues and good practice.	*	
Competent in using a range of standard IT programmes and knowledge of social media.		*

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

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.

Location

The role is home-based. In addition, there may be some occasional need to travel to the company's head office which is located at the Farnham Park National Baseball & Softball Complex in Buckinghamshire. Provision of some hot desking in Central London may be offered.

Key Dates

The deadline for applications is **Sunday 15th May 2022** at 11:45pm.

Interviews are scheduled to take place on **Wednesday 25th and Thursday 26th May 2022** 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.

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 info@bsuk.com.

