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**Job Description**

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| **Job title** | Sport Partnerships Relationship Manager |
| **Responsible to** | Head of Service and Partner Development |
| **Responsible for** | Service and Partner Development Officer |
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| **Job purpose** | |
| This is an exciting opportunity to play a key leadership role within the Sport Intelligence and Service Development Directorate. Working collaboratively across Sport Wales, you will be at the forefront of establishing five new Regional Sport Partnerships across Wales. This starts with Sport North Wales which will be the first region, scheduled to go live in 2021. You will be required to deliver an approach which positively engages a broad network of key stakeholders to achieve this transformational change, together with developing and maintaining excellent, trusted relationships with senior leaders to support and challenge strategic ambitions, culture change and continuous improvement*.*  You will also be responsible for effectively managing the key activities and deliverables within the overall project plan, working with teams across Sport Wales, together with identifying and managing the additional external specialist services as required.  The nature and emphasis of this role will shift as the transition to Sport Partnerships develops. When the five Regional Sport Partnerships are fully established, you will undertake the Relationship Manager role for these partners which means you will continue to support their development and act as their main point of contact. | |
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| **Main duties** | |
| **Change Management and Leadership**  **Create:**   * Lead an approach which engages strategic leaders and key decision makers from a diverse range of organisations, to achieve the establishment of five new agile and ambitious Regional Sport Partnerships across Wales. * Work with each emerging Sport Partnership (in whichever way suits them) as they develop, to help shape and inform thinking and play a key role in ensuring that a learning – led environment drives the transition. * Work collaboratively across Sport Wales to support connectivity across key strands of work, together with ensuring there is sufficient internal resource and capability to support the successful transition to Sport Partnerships   **Support**   * Develop and maintain excellent, trusted relationships with the senior leaders for each Sport Partnership, to inspire and drive progress towards the collective achievement of the Vision for Sport in Wales * Nurture and support each Sport Partnership and identify areas of challenge and opportunity. Work with Service Development colleagues (and others across Sport Wales), to facilitate a bespoke support services package that matches their needs and approaches.   **Evolve**   * Lead the longer-term evolution of Sport Partnerships to achieve the strategic ambitions and transformational change sought through this approach. * Work with colleagues to ensure collaborative opportunities for partners to share and learn together on common themes are maximised. * Inform and support colleagues from across Sport Wales in developing key learning, policy recommendations and resource implications through intelligence gathered from working with partners.   **Project Management**   * Develop and oversee the Sport Partnerships Project Plan and Risk Register providing regular reports to the Programme Board * Manage budgets in line with Sport Wales procedures * Identify, commission and manage a range of specialist / expert services as required and seek legal/procurement advice, as appropriate   **Other requirements**   * Fulfil responsibilities which contribute to delivering an exemplary service for Sport Wales in respect of our statutory duties, including Well-being of Future Generations (Wales), Equality, Information Security, Risk Management, Safeguarding, Financial Regulation and Health, Safety & Environment. * Embrace digital technology to share relevant information and ideas across business areas and to ensure knowledge and insight is shared as widely as possible across the sector. * Provide Line Management, support and direction to a Service and Partner Development Officer * Work flexibly, performing any other duties as required, where relevant to the post and appropriate to the grade. | |
| **Sport Wales’ values** | |
| Our approach to enabling sport in Wales to thrive is evolving. We are committed to continually challenging ourselves to:  Learn Together  Constantly exploring, testing and reviewing  Deliver Together  Sharing outcomes, nurturing open and honest relationships, providing robust feedback, constantly improving performance  Celebrate Together  Recognising our shared successes through effective partners  By:  Acting with Integrity  Understanding and Respecting each other’s culture and values. Promoting equality and diversity  Adding Value  Ensuring the optimum mix of support, challenge, investment, skills and expertise to achieve our shared outcomes.  Encouraging Innovation  Welcoming new ideas and approaches and supporting ambition and fresh thinking. Not being afraid to feel uncomfortable. | |

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| **Person specification** | | |
|  | **Essential Requirements** | **Desirable Requirements** |
| **Education:** |  | Degree level education (or equivalent) |
| **Experience:** | Knowledge of the Sport System in Wales  Effective stakeholder engagement and management – building consensus towards a common goal  Effective relationship management at strategic level across a diverse partner network  Influencing leadership teams, partner strategies and policy and setting collective goals  Decision making based on learning, evaluation of evidence and risk | Experience of working in the sports sector  Experience of drafting written business proposals, board papers and formal reports. |
| **Skills, Aptitudes & Abilities:** | An understanding of complexity and able to demonstrate being comfortable working in this way  Able to build trusting relationships that can stand up to strong differences of opinion and disagreement, while maintaining a level of impartiality  Able to translate strategic intent into operational delivery  Highly motivated and solution focused, with the ability to work at pace  Able to communicate persuasively and with influence at a senior level both verbally and in writing  Able to lead change and to prioritise and work in an agile way  Leads and inspires others, earning respect from colleagues and partners | Able to initiate projects, set goals, define roles and track progress, review, evaluate and implement learnings for optimal impact  Ability to communicate in Welsh, both written and spoken |
| **Special Circumstances** | Able to work flexibly including out of normal office hours    Able to travel as required |  |