



Job Description & Person Specification

Service Development Director

1. Purpose and Context

To provide leadership across the business, with a particular focus on developing both people and systems to enable the realisation of Peak Running's vision.

A Board member working closely with the operational management team, funding organisations and other key stakeholders.

Operates proactivity to develop the business' offering, establish sustainable funding streams and instil the business' culture and values across the business and the community Peak Running supports.

The business' strategic lead and influencer for increasing participation in physical activity within our geographic area in line with local government strategies.

Led by: Managing Director

Provides leadership to: Physical Activity Programme Lead, Freelancers/Contractors, Partner Organisations.

2. Status

Permanent role, with working hours (in the range of 0.7 to 1 FTE) by agreement with post holder. Home based.

3. Core Accountabilities

Lead on the development, implementing and continual development of the business' training and development offering and processes. This includes the offering for paying clients, and volunteers/freelance staff supporting Peak Running activities and community led groups.

Ensure the business has the necessary management systems in place to enable continual development of events and services, as well as providing assurance of compliance with legal, contractual and adopted requirements such as industry guidance.

Direct the implementation of a refreshed approach to supporting and developing the Jog Derbyshire network that aligns with Peak Running's strategy, working in collaboration with other organisations within the Derbyshire Physical Activity Partnership.

Create opportunities for Peak Running to support more members of the community to improve their lives through participation in physical activity, through developing projects that align with Peak Running's ethos and obtaining funding to deliver them.



Develop and publish technical resources to support coaches, activity leaders and the wider community, including online resources.

Lead or contribute to other work as directed to support the business.

4. Organisational Responsibilities

Act in line with Peak Running's ethos, culture and values and play a leading role in instilling these across the business and the community we support.

Actively contribute to Board and operational management discussions, constructively challenging others as appropriate to enable strong decisions and effective outcomes.

Proactively contribute to the development and delivery of plans to enable the delivery of the business' strategic objectives, including collaborating with and supporting colleagues to deliver workstreams they are responsible for.

Proactively identify, assess and manage risk.

Promote Peak Running's approach and offering amongst stakeholders and the wider community, to grow awareness and reputation.

Actively contribute to public relations and marketing activities and material.

Continually seek opportunities to promote inclusivity and diversity within the activities we deliver or support.

Work in line with all organisational and legislative practices, including safeguarding, Health and Safety, GDPR and confidentiality.

Ensure reporting and record keeping, including financial, is accurate, up-to-date and compliant.

Actively reflect on personal performance and seek opportunities to further develop skills and knowledge.

5. Person Specification

Note: Annotations indicate how competence will be assessed. I = Interview; A = Application

Personal Qualities:

Status

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| • Emotionally intelligent with high level self-awareness. | Essential (I/A) |
| • High levels of professional integrity. | Essential (I) |
| • Strong interpersonal skills and professional demeanour. | Essential (I) |

- Confident in decision making. Essential (I/A)
- Innovative mindset to create new, effective solutions. Essential (I/A)
- Collaborative. Essential (I/A)
- Resilient. Essential (I/A)
- Engaging and dynamic. Essential (I)
- Comfortable in 'stretch' situations. Essential (I/A)
- Adaptable and able to respond effectively and appropriately Essential (I/A)
- Tactfulness to professionally handle ambiguous and complex situations Essential (I/A)
- Equally comfortable in creating a strategic vision to delivering fine details of a project or initiative. Essential (I/A)
- Highly effective at communicating and negotiating at all levels from senior executives in a Board room to volunteer activity leaders on site. Essential (I/A)
- Completer-finisher with attention to detail Essential (I/A)

Knowledge, skills and qualifications:

- Strong working knowledge of industry standards, business operations, regulatory requirements and governing body requirements for sports, physical activity and adventure activities. Essential (I/A)
- Sound knowledge of the benefits of physical activity and government objectives in that area. Essential (I/A)
- Analytical and able to interpret and present data effectively Essential (I)
- Ability to attract and sell the brand value to prospects Essential (I/A)
- Excellent grant/report writing and presentation skills Essential (I/A)
- Proven capability to plan, organise and manage operational processes for maximum efficiency and productivity. Essential (I/A)
- Proactive collaborating and networking skills to work across diverse stakeholder groups. Essential (I/A)
- Skilled at providing motivation and direction leading to successful outcomes. Essential (I/A)

- Able to delegate whilst also prioritising workload of self and others Essential (I/A)
- Proficient in Microsoft Office Suite and/or other common business software. Essential (I/A)
- Proven track record of applying theory to the design and implementation of training and assessment regimes. Essential (I/A)
- Recognised sports and/or physical activity coaching qualification or extensive experience. Essential (A)
- In depth understanding of 'system leadership' principles and techniques. Desirable (I/A)
- Qualification relevant to the design and delivery of training and assessment activities. Desirable (A)
- Proven skills in securing organisational funds through sales, grants, tenders and other appropriate funding avenues. Desirable (I/A)

Experience

- Motivating and enabling people to become or remain active. Essential (I/A)
- Design and implementation of training and assessment regimes. Essential (I/A)
- Growing and developing an offer that meets the needs of the target demographic. Essential (I/A)
- Personally leading group physical activities. Essential (I/A)
- Creating and implementing policies and procedures. Essential (I/A)
- In creating engaging and innovative solutions for challenges faced, both internally and externally to the organisation. Essential (I/A)
- Developing activity leaders and/or coaching in a sports environment. Desirable (I/A)
- Experience in writing bids for contacts and/or funding in the not-for-profit sector. Desirable (I/A)
- Creating high performing teams. Desirable (I/A)
- Ensuring organisational compliance with relevant legislation and other requirements. Desirable (I/A)
- Senior/management experience in sport/physical activity sector. Desirable (I/A)



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| • Goal setting and reviewing progress. | Desirable (I/A) |
| • A proven track record of creating and overseeing strategic plans. | Desirable (I/A) |
| • Utilising 'system leadership' principles and techniques. | Desirable (A) |

Other

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| • Ability to work flexibly to meet the needs of the business, including weekends and evening to meet the needs of the business. | Essential (I/A) |
| • Current driving license and ability to use own vehicle for business purposes. | Essential (I/A) |
| • Right to work in the UK | Essential (A) |
| • Enhanced DBS Certificate or ability to acquire. | Essential (I/A) |