



Holborn Community Association are recruiting a Movement Manager to lead our sports, physical activity and movement programme to engage everyone in our community.

- Salary: up to £26,385 for 28 hours dependent on experience
- Hours: 28 hours per week (Pattern to be agreed with post holder. It is likely that there will be some evening and weekend hours).
- Contract term: 1 year fixed term (with option to extend subject to funding)

How to apply

If you are interested in joining the team and want to find out more feel free to contact our Director, Paul Crozier at paul.crozier@holborncommunity.co.uk

We're asking applicants to submit a CV along with a covering letter explaining why you'd like to work with us. There's a full Job Description and Person Specification included in this pack – in your covering letter we'd like to hear how you match the three key things we're looking for

- A people person, ready to listen to, engage and respond to the needs of people from across the community
 - Someone who can lead a programme of work – planning activities, making sure they run effectively and tell the story of that programme's impact
 - Knowledge and expertise from a sports and physical activity background – able to apply that to different movement based frameworks as well as translate it into language comprehensible to the community
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- Covering letter should be 2 pages max.
 - CV/Covering letter should be submitted to admin@holborncommunity.co.uk and include MM0522 in subject heading
 - CV/Covering letter should be submitted by 9am Friday 20th May.



What will a Movement Manager do?

Operating within community settings day to day you'll be close to people in the community themselves. This role will blend management (making sure things run well, developing new work) with delivery, whether that's leading an activity yourself, taking part alongside people to support their participation or listening to what the community thinks and resolving the problems they share. There's opportunity to shape a programme that emphasises fun, playfulness and togetherness as much as sporting achievement and the chance to try new ways of working, bringing new ideas and activities to the area.

HCA has an existing programme of Movement activities with everything from gymnastics and dance for children through to yoga and walking groups for older adults. We have plans to make even more movement based activities available to our community, making best use of our new space at Holborn House and also in partnership with local communities in spaces and places throughout the area.

Of course, keeping active helps to improve people's physical health. Our Movement programme places just as much emphasis on the benefits to participant's mental health and well-being. We're also big believers in how coming together to 'move' in whatever way builds friendships and reduces social isolation. As part of your work, the Movement Manager will listen to ideas and feedback from the community about the programme, support those less inclined to take part to get involved and make sure that everyone feels welcome and included.

To make those things happen we're seeking someone who

- Is a people person, ready to listen to, engage and respond to the needs of people from across the community
- Can lead a programme of work – planning activities, making sure they run effectively and tells the story of that programme's impact
- Will bring knowledge and expertise from a sports and physical activity background and can apply that to different movement based frameworks as well as translate it into language comprehensible to the community



About Holborn Community Association

Holborn Community Association has been at the heart of the local community for over 30 years. Through our programme of Arts, Care, Movement and Play activities we improve individual well being and reduce social isolation. We regularly support 2000+ people per year to come together across three centres and wider outreach programmes to build a stronger community in Holborn.

Our Values	Our Vision	Our Mission
<p>At Holborn Community Association</p> <p>We believe having fun together is the best way to improve learning, health and well-being</p> <p>We are led by the community, listening to their voices, responding to their needs and empowering them</p> <p>We are inclusive, creating safe welcoming spaces for the community</p> <p>We value partnerships as a way of working</p>	<p>At Holborn Community Association</p> <p>Our vision is for a thriving, vibrant and inclusive local community in Holborn. That community will have opportunities to lead healthy lives, an environment that nurtures residents and a bridge for those who need to achieve their aspirations.</p> <p>(10-15 years timeline)</p>	<p>At Holborn Community Association</p> <p>Our mission is to bring people together and improve the health and well-being of our community through arts, care, movement and play.</p> <p>(3-5 years timeline)</p>



Holborn Community Association

Movement Manager - Job description

Salary: up to £26,385 for 28 hours dependent on experience

Hours: 28 hours per week (Pattern to be agreed with post holder. It is likely that there will be some evening and weekend hours).

Contract term: 1 year fixed term (with option to extend subject to funding)

Job purpose

To lead HCA Movement programme ensuring it is safe, welcoming and impactful for the local community.

Accountability

Reporting to: Director, HCA

Key areas of responsibility

The HCA Movement Manager will be responsible for six key areas:

Leadership

- Engage with individuals and cohorts from across the community to understand their needs and shape Movement programme in response to these
- Work with Director and Leadership Team to deliver organisational values, vision and mission and continuously improve how we operate
- Be an example of good practice, setting the tone for how staff, instructors, partners and community participants behave and engage within our settings.

Programme management

- Foster a culture of sports and physical activity programming that is inclusive, accessible and makes a real difference for participants
- Monitors content and delivery to ensure delivery is safe, inclusive and high quality (including meeting regulatory requirements if appropriate)
- Monitors performance (attendance, retention, outcomes, income) to understand what's working and evidence the impact of programme
- Works with wider HCA team – particularly Communications Officer – to promote programme through multi-channel communications, engage different audiences across the community and tell the story of what we do

Programme development

- Consulting with and involving users and wider community stakeholders in design of Movement programme



- Developing a fundraising and income generation strategy for Movement programme include research, submitting applications and developing models of delivery that are sustainable and resilient.

People management

- Full line-management responsibility: day to day management, regular supervision meetings and annual appraisals; HR responsibilities (monitoring absence, DBS, training)
- Ensuring all external tutors are delivering a high quality service, have public liability insurance, up to date DBS checks and the right to work in the UK;
- Supporting relevant staff with child protection or adult safeguarding issues,
- Leading recruitment of new employees where appropriate, in accordance with the Association's policies.
- Leading recruitment and retention of volunteers to support service delivery: in accordance with HCA policies

Partnerships

- Pursuing ideas for new partnerships and projects for development across the organisation
- Maintaining existing partnerships locally with community sector and sports & physical activity partners and funders

Finance

- Along with Director, set, monitor and review budgets for Movement programme and activities

This job description is subject to periodic review and may change according to the needs of the HCA and its services.



PERSONAL SPECIFICATION:

Qualifications / Knowledge:

Degree or equivalent professional qualification in sports or physical activity	Essential	
Understanding of sports and physical activity sector	Essential	
Understanding and experience of working with diverse communities	Essential	
Understanding and experience of working with children, young people and older people		Desirable
Understanding of the principles and practice of Safeguarding		Desirable

Experience:

Experience of working within the sports and physical activity sector, ideally within community, voluntary or statutory sectors	Essential	
Experience of fundraising and income generation from different sources	Essential	
Staff and project management experience	Essential	
Experience of successful partnership working.	Essential	
Experience of working in a small team		Desirable
Experience of working with volunteers.		Desirable

Skills:

Project Development and Management skills	Essential	
People management skills	Essential	
Ability to build productive relationship with a wide range of stakeholders	Essential	
Good administration, ICT and so and IT skills	Essential	
Communications skills	Essential	
Ability to self-manage and work on own initiative	Essential	
Ability to problem solve.	Essential	

Personal Attributes:

Commitment to working flexibly with possible evenings and weekends.	Essential	
A commitment to participate in continued professional development.	Essential	
Self-motivated and enthusiastic, embracing challenges and change	Essential	
Passionate about the difference sports, physical activity and movement based activities can make for people	Essential	