



HEAD OF DEVELOPMENT

Job Description

Status:	Full time Permanent
Remuneration:	£ Competitive
Department:	Development
Direct Reports:	4 x Area Development Leads, 3 x Project Officers, Team Administrator
Responsible to:	Chief Executive
Location:	Head Office, Milton Keynes

The English Table Tennis Association is the National Governing Body for table tennis in England. The ETTA has recently undertaken a complete review of its strategic direction including a significant restructure and governance review to align the organisation with new targets through to March 2017 and beyond. This will coincide with a re-branding exercise and a relocation of the Head Office function to Milton Keynes in March 2014. All these factors will signal a major change in the growth and development of Table Tennis in the years ahead.

Job Summary

The Head of Development is a new role and is part of the Senior Management Team. It represents the cornerstone of the ETTA's strategic direction. Table tennis is a sport that can be played by people of all ages and from all parts of society. This individual will lead the delivery of the ETTA's strategy of getting more people playing table tennis more often with a joined up, cost effective and consumer driven approach working in close partnership with other organisations and agencies. This strategy must embrace both the traditional table tennis community including clubs and leagues as well as the much wider social and recreational game.

KEY RESPONSIBILITIES

Participation

- To create and deliver a participation strategy for table tennis in England that informs and supports the delivery of the wider ETTA strategy. To include:
 - The development and delivery of a recreational table tennis offer within community, education, workplace and club environments
 - The development and enhancement of the core table tennis offer building on existing league, club infrastructure and educational settings
- Ensure a customer lead approach to the development and delivery of the participation strategy based on insight and understanding of customer requirements, behaviours and opportunities.
- Analyse and respond to trends in the leisure sector, sports sector and the wider table tennis community to ensure that the ETTA is a leading on growth strategies and maximising potential.
- To implement and monitor progress of the delivery of the participation strategy against a dashboard of participation measures to track and respond to latest trends in the market place and ensure maximum return on investment.
- Lead on the ETTA's strategy for participation of people with disabilities in table tennis.
- Lead on the development of the ETTA Facilities Investment strategy to support in the delivery of the participation strategy



Leadership/Senior Management Team

- Effectively manage a Development Department to ensure strategic outcomes are delivered.
- Liaise with relevant volunteer groups to ensure alignment and buy in to the ETTA strategy.
- Build and sustain a strong and positive relationship with Sport England and other key partners and customers to ensure that the ETTA maximises the opportunity that these partnerships provide.
- Develop influential senior level relationships with the primary delivery partners of table tennis within the volunteer, education and commercial sector.
- Work closely with the Senior Management Team to ensure full alignment and departmental integration to the delivery of the participation strategy. Particularly in relation to marketing, competition/event delivery, talent development, workforce and coach development.
- Work closely with the Head of Marketing and Communications on Events and Competition strategy in order to maximise the potential commercial assets of the ETTA to drive up income

General

- Accountable for participation delivery plans, budgets (forecast, budget, delivery and reporting) and operational delivery including meeting funding targets.

PERSON SPECIFICATION

Qualifications

- Graduate or graduate level, preferably with an additional post graduate business qualification.

Previous Experience

- Senior executive or Leadership role in a sports or FMCG organisation.
- Proven track record of delivering results and significant transformational change projects.
- Expertise in developing strategy and transforming this into operational delivery.
- Experience in working in a consumer/customer focused and delivering a strategy in a multi stakeholder environment.

Personal Attributes

- An outstanding Business Leader who has a love of sport and empathy for it.
- An understanding of sports development in the UK and / or table tennis would be advantageous.
- Be able to work strategically without close supervision whilst being a key and supportive member of the Senior Management Team.
- Ability to manage a heavy work programme, work to set priorities and achieve against targets.
- Able to demonstrate a broad range of professional management, communication and marketing skills.
- An analytical, numerate and disciplined thinker who has the ability to think complex issues through and produce commercially sound judgments.



- A committed and loyal individual, prepared to work the necessary hours and at weekends
- Working knowledge of information technology including eCRM systems and databases
- Non smoker desirable
- Full driver's licence and access to suitable vehicle desirable.

The ETTA is an equal opportunities employer. A copy of the policy can be found on the ETTA website

The ETTA is committed to the best standards of care of children and as such this role may require a satisfactory DBS check. A copy of the ETTA Child Protection Policy can be found on the ETTA website

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