

**CHILDREN & YOUNG PEOPLE OFFICER**

**Status:** Full Time Permanent

**Remuneration**: £22,000-27,000 (dependent on experience)

**Department:** Development

**Responsible to:** Head of Development

**Direct Reports**: None

**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:**

This new role will be part of the ETTA’s effort to drive up participation in table tennis. The job holder will lead the development and implementation of a children and young people plan plan aimed at the growth and retention of participants in England and reflective of participant research and insight. Working with partners and colleagues the post holder will deliver high quality programmes and offers to members, participants and potential participants.

**KEY RESPONSIBILITIES:**

* Support the completion of, analyse and interpret participant research to inform plans and products maximising participant engagement, retention and overall experience.
* Develop and regularly review a children and young people plan that identifies strategies, pathways and offers to increase participation and enhance the participant experience.
* Work with key partners including Sport England and the Youth Sport Trust and develop new partnerships to enhance and support the plan.
* Work with English Schools Table Tennis Association (ESTTA) to understand the needs of the schools network and how the ETTA can support.
* Act as the lead officer for identified programmes, including the Premier league For Sport and Jack Petchy programme.
* Work with the Clubs & Disability Officer to implement identified programmes, including the Satellite Clubs programme.
* Develop, extend and implement current projects and new projects to increase participation in table tennis of children and young people.
* Produce agreed plans, guides and resources related to priority projects.
* Liase with ETTA departments as appropriate to gain support for key projects.
* Work closely with the Development Department Officers and Leads to utilise insight and ensure a joined up approach to the development of table tennis pathways and programmes.
* Work with the Insight Officer to monitor success including participant satisfaction of each programme.
* Work with the Head of Development to manage programme budgets.
* Be the main point of contact for enquiries relating to the children and young people participation plan.
* Contribute to articles, reports and funding applications being prepared for advisory boards, internal and external groups.
* Liaise with the Safeguarding and Ethics Manager to understand the relevant standards and ensure implentation throughout progammes.
* Act as an ambassador and advocate of the ETTA.
* Undertake such duties as may be required from time to time as are consistent with the responsibilities of the post and the needs of ETTA.



**PERSON SPECIFICATION/KEY SKILLS**

**Qualifications**

* It is likely the indivdual will have a sports related degree or equivalent.
* A minimum of 5 GCSEs including grades A\* to C in English and Maths.

**Previous Experience**

* Either at least eighteen months experience of coordinating and implementing sports development programmes or eighteen months experience leading and implementing projects.
* Experience in a Children and Young People orientated role is advantagous.
* Experience of producing and implementing development plans and budgets.
* Experience of partnership working.

**Personal Attributes and Skills**

* An interest in and knowledge of the structure of table tennis in England is desirable, including an understanding of the stakeholders and funding mechanisms.
* Knowledge of educational structures and sports structures relating to children and young people.
* A basic understanding of safeguarding principles.
* IT literate, able to use the basic tools in word, excel, outlook and powerpoint.
* Excellent oral and written communication skills, with the ability to clearly and concisely communicate considering the needs of the audience.
* Confident presentation skills.
* A track record of achieving challenging targets and outcomes.
* A team player, able to work effectively across all parts of the ETTA organisation and with relevant external partners to achieve goals.
* Strong influencing skills and a solution focused approach.
* A high level of planning, prioritising and organising skill.
* A high level of energy and drive to follow through on plans and projects.
* The ability to travel to partner meetings outside of the office.
* Willing to work occassional extended hours and unsociable hours, including evenings and weekends.

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.

April 2014