

# Job Description



**Title:** Disability Manager  
**Team:** Development Team  
**Responsible to:** Head of Development  
**Office Location:** National Badminton Centre, Milton Keynes, Bucks  
**Salary:** Grade 5 £30,000 plus car / car allowance, pension & other benefits  
**Job Ref No:** 15

- Role summary**
- Lead the development and implementation of the BADMINTON England Disability Strategy
  - Lead a programme with the aim of increasing and maintaining participation among those with a disability.
  - Work with BADMINTON England teams and partner organisations to establish competition opportunities, training environments and a selection process for representative events.
  - Establish and maintain excellent working relationships with key partner organisations.

**Key responsibilities and main tasks and activities**

**Lead the development and implementation of the BADMINTON England Disability Strategy.**

- Work with key staff members, participants with disabilities, volunteers and partner organisations to develop an effective Disability Strategy for BADMINTON England.
- Ensure that the Strategy is focussed on delivering the following key outcomes for disability badminton:
  - Increasing participation
  - Establishing a sustainable club structure
  - Establishing an effective talent pathway
- Implement the Strategy in a collaborative manner ensuring that there is buy-in from all relevant stakeholders.
- Identify and access funding and capacity support to enable the delivery of the Strategy.
- Work with the Education and Training Team to recruit and develop an appropriately skilled workforce to deliver the Strategy.

**Lead a programme with the aim of increasing and maintaining participation among those with a disability.**

- Establish a clear measurement system for monitoring the number of badminton participants with a disability.
- Identify key drivers for participation in disability badminton.

- Work through County Badminton Associations, Performance Centres and Community Badminton Networks to enable a sustainable network of badminton clubs catering for junior and adult participants with a disability.

**Work with BADMINTON England teams and partner organisations to establish the following:**

- A series of competitive opportunities for players with a disability.
- A robust process for the selection of teams representing England in Major Events.
- Appropriate environments within which talented players with disabilities can train.

**Establish and maintain excellent working relationships with key partner organisations.**

- Build high-quality relationships with the EFDS and other key partner organisations to enable the delivery of BADMINTON England's objectives.
- Interpret national policies and programmes (particularly those related to disability sport) and identify opportunities to support the delivery of BADMINTON England's aims.
- Support BADMINTON England's efforts to have Badminton included as a Paralympic sport.

**Other Duties**

- To undertake other duties from time to time as reasonably required by your Line Manager
- To comply with the requirements of the staff handbook.

**General Information**

The post-holder shares with all colleagues the responsibility:

- To make suggestions to improve the working environment within their area of work and BADMINTON England as a whole.
- To cooperate with measures introduced to ensure there is equality of opportunity in employment and sports equity.
- To comply with all aspects of Health and Safety Policy and Arrangements

This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of the changing needs of the organisation.

**12/01/10**

**INTERVIEWS will take place on Monday 8<sup>th</sup> February 2010 at the National Badminton Centre, Milton Keynes, Bucks**

## DISABILITY MANAGER

### Competency Profile Level 3 (Grade 5)

#### Partnerships, Influencing, Communications

- Communicates ideas clearly and persuasively; gains agreement and commitment from others before making decisions and recommendations.
- Cultivates open trusting relationships, encourages and supports team working by encouraging others to freely express their ideas, opinions or feelings.
- Asks questions to learn more about what is being communicated, objectively considers others' views and is receptive to constructive feedback.

#### Problem Solving & Decision-making

- Exhibits personal commitment and acts as a role model in order to achieve Team and business standards.
- Develops and uses plans which set out what needs to happen, identifies and establishes milestones.
- Solves problems creatively; gathers sufficient information from the most appropriate sources, evaluates options before acting.

#### Organisational Skills

- Develops and uses plans which set out what needs to happen, how, the required resources and by when.
- Proactively plans, organises and monitors work for self and others.
- Adjusts plans and schedules in good time to meet the changing priorities for themselves and others.
- Identifies, understands and gives priority to meeting the business needs, analyses information efficiently and thoroughly, recommends solutions that demonstrate an in-depth understanding of business needs.

#### Developing Self (Personal Development)

- Maximizes opportunities for personal development; actively seeks feedback on own performance and acts on it.
- Is aware of own strengths, areas for improvement.
- Applies learning from own and others' experience.
- Understands, values and incorporates different perspectives.

## **Leadership, Developing Others and Team Working**

- Communicates a clear picture of the company's strategic aims.
- Demands high and challenging standards of results.
- Provides direction for the Team, inspires and supports the Team through involvement and encouragement.
- Creates a strong sense of team identity.
- Encourages experimentation and rethinks traditional ways of doing things.

## **Education / Experience**

- Likely to have significant experience in the management of disability sport.
- Significant experience in increasing participation in sport.
- A clear understanding of the needs of disabled participants within sport and the ability to apply this to badminton.
- Knowledge of the Disability Discrimination Act.