



Job Description

Job title:	Athlete Leadership and Engagement Manager
Salary:	£22,857-£24,285(FTE)£32,000-£34,000
Accountable to:	Director of Development
Accountable for	Athlete Leadership Development Officer
Location:	Home based with some travel across Great Britain
Hours:	PT 25 hours per week

Context

Special Olympics Great Britain (SOGB) is a charity that provides transformative experiences through sport, empowering people with intellectual/learning disabilities. SOGB is committed to ensuring that the voices, experiences and ambitions of our athlete's shape everything we do. As Athlete Leadership and Engagement Manager, you will lead the evolution of athlete voice across the organisation, ensuring athletes are empowered, represented and meaningfully involved at all levels of the organisation.

The role will strengthen leadership pathways for athletes, champion self-advocacy, and ensure that the lived experience of athletes with intellectual disabilities informs strategy, programmes and organisational culture. You will create inclusive structures that allow athlete voice to flourish locally, nationally and internationally, and build partnerships that elevate athlete leadership as a central pillar of SOGB's mission.

Main Areas of Responsibility

Athlete voice & leadership development

- Lead the development and embedding of athlete voice across the entire organisation.
- Co-create and implement an Athlete Voice & Leadership Strategy aligned with the SOGB strategic plan.
- Ensure athlete perspectives are integrated into organisational decision-making, governance discussions and programme design.
- Develop and deliver leadership pathways that elevate Athlete Leaders from grassroots to the international stage.
- Recruit, train and support athlete leaders, prioritising personal growth, self-advocacy and representative leadership.
- Strengthen and expand opportunities for athlete-led initiatives, including forums, consultation groups, peer-to-peer leadership models and social enterprise projects.

- Work with SOI and SOEE to ensure that our athlete leadership pathways and practice aligns to international opportunities.

Athlete Leadership Team (ALT)

- Drive the development, structure and impact of the Athlete Leadership Team.
- Ensure best practice in the recruitment, training and progression of Athlete Leaders.
- Provide mentoring and professional development tailored to each Athlete Leader.
- Facilitate ALT involvement in organisational strategy, partner engagement, and public representation.
- Ensure ALT is recognised as a core advisory body contributing to SOGB's continuous improvement.

Holistic leadership support

- Provide individualised support to a growing cohort of athlete leaders across GB.
- Build systems and processes that ensure Athlete Leaders feel supported, valued and equipped.
- Oversee logistics and accessibility arrangements for athletes participating in events, leadership activities and external engagements.

Embedding athlete voice across SOGB

- Collaborate with staff across departments to ensure athlete voice informs programme design, communications, fundraising and advocacy work from the start.
- Develop resources and training for staff, volunteers, partners and clubs on best practice for amplifying athlete voice.
- Provide insight, consultation frameworks and feedback loops that ensure athletes influence organisational priorities.

Corporate & strategic partnerships

- Lead athlete-led engagement with corporate partners and stakeholders.
- Manage our employability work through social entrepreneurship, Unified Business and corporate activation.
- Develop meaningful partnership opportunities where athlete voice, leadership and employability are central.
- Support partners to build inclusive environments and embed athlete voice within their engagement with SOGB.
- Expand strategic partnerships that enhance opportunities for athlete leadership, skills development and public representation.

Team working & organisational development

- Contribute to the Engagement Team and wider organisation, championing athlete-led decision making.
- Provide regular reports, insights and evidence of athlete voice impact.
- Work collaboratively with staff across the organisation to produce athlete-led case studies and storytelling.
- Act as an ambassador for athlete leadership across internal and external platforms.
- Take ownership of your professional development and leadership within the area.
- Effectively manage budgets within your role and work with the Finance Team to ensure that financial and charitable obligations are met.

- Responsibility for the day-to-day management, leadership and motivation of direct reports including setting objectives, professional development and performance management.
- Ensure direct reports are supported to take ownership for individual work plans.
- Maintain an excellent knowledge of Special Olympics GB's activities, programmes and projects.
- Represent SOGB at events, meetings, and external engagements as required.
- Comply with and work within SOGB's policies and procedures.
- Any other duties required to fulfil this role and the needs of SOGB.

This job description is intended to be a basic guide to the scope and responsibilities of the role and is not exhaustive. There may be other duties required of the post holder commensurate with the role.

It will be subject to regular review and amendments as necessary, in consultation with the post holder.

Person Specification

Experience and Knowledge

- Proven experience working with individuals with intellectual disabilities.
- Demonstrated commitment to championing the voice, rights and autonomy of people with intellectual disabilities.
- Experience in safeguarding and welfare for people with intellectual disabilities.
- Strong interpersonal and public speaking skills, including the ability to facilitate athlete-led sessions.
- Experience collaborating with corporate partners and managing timelines, budgets and reporting.

Desirable Requirements

- Experience in fundraising or partnership development.
- Experience supporting learning in SEND or FE environments.
- Strong organisational and leadership skills.
- Working knowledge of MS Teams, Office and modern business infrastructure.
- Experience in co-production or participatory programme design.
- Experience of successfully working alongside a wide range of partners.

Skills and Abilities

- Ability to inspire, empower and mentor others, particularly individuals with intellectual disabilities.
- Strong understanding of inclusive leadership and co-production principles.
- Ability to translate strategic vision into operational reality.
- Excellent planning, organisational and project management skills.
- Ability to manage staff effectively.
- Strong communication skills, with the ability to represent athletes' perspectives authentically.
- Effective negotiation, influencing and relationship-building skills.
- Excellent IT skills.
- Commitment to collaboration, teamwork and enabling shared leadership.
- Innovation, adaptability and a strengths-based approach to problem solving.
- Financial and business acumen to assess opportunities and maximise resources.

- Passionate about ensuring intellectual disability has a louder voice in Great Britain and ensuring our work reaches more individuals and families around GB.
- Live and breathe our Special Olympics GB values:
 - We have integrity and choose to include
 - We are kind and respectful
 - We laugh and have fun
 - We are confident and brave
- Able to travel around UK and occasionally overseas.