



Job Description

Job title:	Club and Community Lead
Salary:	£40,000-£42,000
Accountable to:	CEO
Accountable for:	Volunteer Development Officer and Club and Compliance Development Officer
Location:	Home based with some travel across Great Britain
Hours:	35 hours per week

Context

Special Olympics Great Britain (SOGB) is a charity that provides transformative experiences through sport, empowering people with intellectual/learning disabilities. The Club and Community Lead is responsible for managing and developing strong and sustainable delivery structure, networks and models that deliver Special Olympics GB activities across Great Britain. This includes working with clubs, schools, education establishments, NGBs, and community groups to ensure safe, inclusive, and high-quality programmes for athletes with intellectual disabilities across Scotland, England and Wales.

Reporting directly to the CEO, you will work closely with the Head of Sport for Development, Head of Events, and Head of Finance & Business Ops to ensure operational delivery, compliance, and programme growth. You will lead the accreditation process for clubs and community partners, ensuring all delivery meets national standards.

You will manage a small team of two direct reports, supporting the development of volunteers, clubs, and community partners to create accessible, sustainable, and impactful opportunities for participation.

Main Areas of Responsibility

Network & Programme Delivery:

- Lead the development of a strong and sustainable delivery structure from National through to local accredited clubs and programmes.
- Lead the accreditation process for clubs and community partners, ensuring compliance with national standards and governance & safeguarding requirements.
- Support the development and training of volunteers, coaches, and officials to maintain programme quality and pathways.

- Ensure safeguarding, health & safety, and compliance policies are followed across all networks.
- Identify and resolve issues within clubs, proactively offering guidance and solutions.
- Develop opportunities that are accessible and inclusive, enabling partnerships across education, sport, and community sectors to ensure network and participation growth
- Monitor and report on programme delivery, participation, and outcomes.

Operational Planning & Performance:

- Contribute to operational planning and the delivery of SOGB's strategic objectives through networks.
- Support the capture, analysis, and reporting of network and programme performance, including KPIs and impact measures.
- Lead the process for SOGB to capture relevant data and submit the annual SOI Census.
- Lead the development and management of budgets for network delivery activities.
- Work with the Operations Team to ensure appropriate insurance is in place and maintained for all club and programme activity.
- Oversee the use of Salesforce to ensure accurate membership records are maintained, ensuring data integrity and compliance with volunteer and athlete registration, DBS/PVG checks, and accreditation requirements.

Line Management & Team Leadership:

- Line manages the Club & Compliance Development Officer and Volunteer Development Officer, including setting objectives, performance management, development, and support to take ownership for individual work plans.
- Promote a culture of collaboration, compliance, and continuous improvement within the team.
- Work closely with internal stakeholders to coordinate activities and maximise programme impact.
- Stay up to date with industry trends, attending relevant training and professional development opportunities, budget dependant.
- 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

- Experience in sports development, community engagement, or programme delivery within a comparable sector.
- Experience leading accreditation processes, compliance, or quality assurance for organisations or programmes.

- Knowledge of safeguarding, health & safety, and charity governance & compliance requirements.
- Understanding of the needs of athletes with intellectual disabilities and inclusive programme delivery.
- Understanding of the volunteer life cycle.
- Experience managing small teams or projects with measurable outcomes.
- Experience developing partnerships and creating accessible opportunities for clubs, schools, NGBs, and community groups.
- Experience supporting budgets, monitoring performance, and reporting outcomes.

Skills and Abilities

- Strong leadership and people-management skills.
- Ability to translate strategy into operational plans and objectives.
- Excellent planning, organisation, and project management skills.
- Strong interpersonal, influencing, and relationship-building skills.
- Effective written, oral, and presentation skills.
- Ability to work collaboratively across teams and with external stakeholders.
- Financial awareness and ability to lead budget monitoring and reporting.
- Strong attention to detail and commitment to compliance and quality standards.
- Ability to manage staff effectively.
- Strong communication skills, with the ability to represent athletes' and volunteers' perspectives authentically.
- Effective negotiation, influencing and relationship-building skills.
- Commitment to collaboration, teamwork and enabling shared leadership.
- Innovation, adaptability and a strengths-based approach to problem solving.
- Excellent IT skills and proficient in digital platforms & IT systems (Salesforce experience is a plus).
- Ability to streamline processes and adapt to complex environments.
- 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.