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## Community Inclusion Manager

Start date: 5<sup>th</sup> May 2025

### JOB DESCRIPTION

<b>Job Title:</b>	Community Inclusion Manager	<b>Contractual status:</b>	Full time, 37.5 hours per week Fixed term, until June 30th 2027 with potential for extension subject to funding.
<b>Salary range:</b>	£28,000 – £30,000 depending on experience	<b>Location:</b>	Carrington Training Centre, with expected travel across local areas.
<b>Reporting to:</b>	Community Inclusion Lead	<b>Direct reports:</b>	Health & Wellbeing Coordinator
<b>Closing date:</b>	6 <sup>th</sup> March 2025 <small>(Please be advised that the application deadline may close earlier than stated if we receive a sufficient number of applications)</small>	<b>Interview date:</b>	w/c 17 <sup>th</sup> March 2025

### SALE SHARKS FOUNDATION

Sale Sharks Foundation is the proud charity partner of Sale Sharks Rugby Club. Our vision is to harness the power of rugby to transform lives across the North West. Every day, we are committed to making a tangible difference in our communities, reaching people of all ages and abilities.

We engage with over 15,000 individuals annually through three key areas: Community Inclusion, Education, and Rugby Development. Our highly skilled, dynamic, and passionate team delivers over 50 community projects, touching the lives of a diverse range of people—from children and young people to senior citizens.

At Sale Sharks Foundation, we are inspired by the extraordinary people we work with, and we are dedicated to supporting and uplifting our community. This is your opportunity to join us in our mission and be a part of our incredible journey. Together, we can create lasting change, unlock potential and make a real difference.

**This is your chance to be part of our story!**

### JOB SUMMARY

Sale Sharks Foundation are seeking a proactive and skilled Community Inclusion Manager to design, develop and manage existing and future programmes and projects that sit with the Disability & Social Inclusion and Health & Wellbeing teams.

This includes project managing the delivery of a clear annual delivery plan, which will meet local needs, working in partnership with key stakeholders to track and ensure the successful delivery against programme and project KPIs.

You will hold line management responsibilities to ensure they are fully equipped to deliver their work, whilst

providing inspiring and effective leadership and support.

## **ROLES AND RESPONSIBILITIES**

### **Programme and Project Management**

- Design, develop and manage existing and future programmes and projects within the Community Inclusion department towards areas including, but not limited to, Disability, Social Inclusion, Youth Justice and Crime Prevention, Health & Wellbeing.
- Create and oversee the implementation of an annual delivery plan to meet local and partner's needs.
- Track and ensure successful delivery against programme and project KPIs in collaboration with key stakeholders.

### **Stakeholder Engagement and Community Outreach**

- Build and maintain strong relationships with key stakeholders to support with programme aims.
- Facilitate regular communication and collaboration with participants, community groups, local authorities and other relevant organisations to support development of projects.
- Work with staff to develop strategies to engage, recruit and retain participants across programmes and projects, supporting delivery staff to implement them.
- Work with Community Inclusion teams to ensure the organisation and participation in community events, local partnership meetings and activities to raise awareness and support for inclusion programmes.
- Promote community inclusion initiatives and advocate for the needs of individuals with disabilities, health conditions and other marginalised groups, supporting and upskilling colleagues to do the same.

### **Line Management**

- Provide line management to direct reports, ensuring they are fully equipped and supported to deliver their work effectively.
- Offer inspiring and effective support to team members and project/ programme staff, fostering a positive, productive and collaborative work environment.
- Conduct regular performance reviews and provide opportunities for professional and personal development and training.
- Lead a cohesive team by fostering collaboration, clear communication, and a shared vision to achieve common goals whilst celebrating achievements.

### **Safeguarding and Risk Management**

- Ensure the set up and delivery of all programmes and projects under your responsibility are compliant with all policies and procedures, includes; health and safety, safeguarding and GDPR policies, supporting delivery staff to keep on top of reporting requirements.
- Ensure all activities are correctly monitored with appropriate assessments and health and safety and delivery processes and procures in place.

### **Monitoring and Evaluation**

- Develop and implement monitoring and evaluation frameworks to assess the impact and effectiveness of programmes and projects.
- Prepare and present regular reports on programme and project performance to senior management and key stakeholders.

### **Budget Management**

- Oversee the budgets for programme and projects, ensuring efficient and effective use of resources.
- Monitor and track expenditure and ensure compliance with financial policies and processes.

**General**

- Support with delivery needs as and when required across the Foundation.
- Any other level appropriate duties as required by the employer.

This job description is not necessarily an exhaustive list of duties but is intended to reflect the range of duties the post-holder will perform. It will be reviewed regularly and may be changed in the light of experience and in consultation with the post-holder.

There may be times when the role has to working evenings and weekends, including match days. This will always be agreed in advance with time off in lieu offered.

It is key to this role that candidates:

- Understand and implement the Foundations’ Safeguarding Policies, procedures, and best practice guidelines and to use this understanding to ensure safe working practices, appropriate reporting of concerns and contribute positively to a safe environment.
- Demonstrate the Sale Sharks Foundation values at all times.
- Promote Sale Sharks Foundation’s brand and ethos in a professional and positive manner.
- Be committed to applying and promoting equality, diversity and inclusion at Sale SharksFoundation and comply with all Charity policies and procedures.

PERSON SPECIFICATION		
	ESSENTIAL	DESIRABLE
<b>Knowledge, Experience and Skills</b>	<p>Proven experience of designing, developing and managing programmes and projects.</p> <p>Experience in building and maintaining strong working relationships with key stakeholders, including community groups and local authorities.</p> <p>Experience of effective risk management and safeguarding.</p> <p>Demonstrated experience in line management, including conducting performance reviews and supporting professional development.</p> <p>Experience in preparing and presenting reports to senior management and key stakeholders.</p> <p>Experience of effective methods to engage participants related to community sport projects.</p> <p>Ability to develop and implement monitoring and evaluation frameworks.</p> <p>Budget management skills, including tracking expenditure.</p>	<p>Experiencing managing multiple physical activity/ sport programmes to improve health and social outcomes.</p> <p>Familiarity with community engagement and community outreach strategies.</p> <p>Experience of developing and implementing annual delivery plans across multiple programmes.</p> <p>Good understanding of physical activity needs and health priorities across local communities within Greater Manchester.</p>

<b>Personal Attributes</b>	<p>A passion for the community and making a difference.</p> <p>Strong interpersonal skills and the ability to build positive relationship with a diverse range of stakeholders.</p> <p>An ability to inspire and empower others.</p> <p>A friendly, positive 'can do' and courteous attitude.</p> <p>A commitment to the aims, vision, and values of Sale Sharks Foundation.</p> <p>Adaptable and able to manage multiple priorities effectively through effective time management.</p> <p>Excellent verbal and written communication skills.</p> <p>Willingness to work flexible hours when required.</p> <p>Ability to work on own initiative.</p> <p>Full, clean driver's license and use of a vehicle.</p>	
<b>Qualifications</b>	<p>Degree qualified or strong academic record or experience, preferably in Community or Sports Development.</p> <p>A positive attitude towards professional development and their own learning.</p>	<p>Project management certification.</p> <p>Additional certifications linked working with disabled people, ACE's Trauma informed or Health &amp; Wellbeing.</p>

## TO APPLY

- To apply, please upload your **CV, covering letter and completed EDI Form** through our online portal: [APPLY HERE.](#)
- The EDI Form template is available to download via the online portal.

If you are problems with applying online, please contact [foundation.hr@salesharks.com](mailto:foundation.hr@salesharks.com)

Please do not hesitate to contact Faye Richardson, Community Inclusion Lead, via [faye.richardson@salesharks.com](mailto:faye.richardson@salesharks.com) or 07355 092119 if you would like to discuss the role in more detail.

Sale Sharks Foundation is an equal opportunities employer and encourages applications from all sections of the community. The successful candidate will undergo an enhanced DBS check to work with children and adults at risk and employment will only be offered if a clear check and suitable references are received back.

**Unfortunately, we are unable to offer feedback on individual applications. Please note only candidates selected for interview will be notified.**

**Please note:** the application deadline may close earlier than stated if we receive a sufficient number of applications. Additionally, any provisional interview dates provided are subject to change based on the updated timeline. We recommend applying promptly to ensure consideration.

## STAFF BENEFITS

- £240 per year (Pro-rata, claimed monthly) wellbeing benefit.
- 3% Pension contribution
- 2 tickets free per game (Men's & Women's)
- Kit provided worth in excess of £300
- 20% discount on the staff shop
- Access to Sale Sharks High Performance Gym after 4pm
- Additional leave after 3 and 5 years service
- Flexible working (where possible)
- Health insurance through Vitality which also includes free access to the Headspace app, discounted gym memberships, free weekly coffee and film rental, health checks, employee assistance as well as a wider variety of discounts on health and wellbeing products (upon successful completion of probation period)
- Annual reward and recognition awards
- Bi-annual all staff training days & Foundation socials
- Other CPD opportunities throughout the year as well as an annual budget for CPD as a team and an individual
- Access to e-learning platform
- Dogs allowed in the office/ outdoor kennels (Behaviour permitting)
- Opportunity to buy into Sale Shark performance meal prep
- Free tea & coffee in the office
- Free onsite parking