

UK DEAF SPORT GOVERNANCE AND INSIGHT MANAGER

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Details

Post:	Governance and Insight Manager
Reports To:	Chief Executive Officer
Duration:	15 hours (2 days) per week
Location:	Home Based
Salary:	Pro Rata £36k per annum

Overview

UK Deaf Sport (UKDS) is the leading organisation for deaf sport in the UK. Our vision is *Every Deaf Person Active and Inspired by Sport and Physical Activity*. We provide support, raise awareness for fairness and campaign for deaf¹ people, ensuring equal opportunities in sport and physical activity. Our mission is for more deaf people to participate in sport throughout their lives and more deaf athletes to perform on the world stage.

There are more than 18 million people in the UK who are deaf, have hearing loss or tinnitus, and more than 50,000 deaf children. The Sport England Active Lives Survey 2023 shows:

- 44% of people aged 16+ with a hearing impairment did not participate in any sport or physical activity in 2023 compared to just under 11% of people without a disability.
- Children with a hearing impairment are just as likely to be active as those without a disability, but of those children who are less active, 43% of deaf children participate in no activity at all compared to 26% of children with no disability.

UKDS works in partnership with key organisations creating a sporting future that is fair and inclusive from grassroots to elite sport, empowering deaf people to reach their full potential. We support deaf children, young people and adults, and work with decision-makers and professionals to overcome the challenges and barriers that prevent equal opportunities for deaf people in sport at all levels.

As the National Governing Body for Deaf Sport, we are responsible for ensuring good governance, raising awareness, increasing participation and winning more medals on the world stage. This includes working with partners domestically, working with Government and the administration and coordination of all National Teams competing abroad, at both a GB and Home Nation level. UKDS is responsible for the management of the DeaflympicsGB Team that competes in the Summer and Winter Games.

It is an incredibly exciting time to be part of UKDS. If you believe you have the skills and experience to help us realise our vision, then we would love to hear from you. We will be happy to answer any additional questions you may have, and we will be delighted to have an informal discussion with any potential applicant.

¹*The full UKDS definition of deaf is included in the Equality and Diversity Section of this Description.

We encourage applicants who are from underrepresented groups, across protected characteristics, as we value the benefits of a diverse pool of applicants to find the best candidate.

We specifically welcome applications from those with lived experience of deafness and from the deaf community. UKDS use the term 'deaf community' to represent all people who are deaf, hard of hearing or have a hearing loss or anyone who has a lived experience of deafness such as family members, friends, allies, colleagues and other professionals.

If you require a BSL interpreter, or have other accessibility needs, please advise and we will make the necessary arrangements.

Equality and Diversity

UKDS is committed to championing equality and diversity in all aspects of its work and in the services that it provides. All UKDS Board Directors are expected to understand and actively promote UKDS's Equality, Diversity and Inclusion Policy in the course of their work and influence and encourage the empowerment of disabled people within sport and physical activity.

*UK Deaf Sport use the term "deaf" to represent all people who are deaf, hard of hearing or have a hearing loss, whether this is acquired or from birth. UK Deaf Sport acknowledges that the term 'deaf' covers a range of definitions of deafness, including those who are profoundly deaf, have severe, moderate or mild hearing loss or are hard of hearing whether acquired or from birth. This includes the use of the terms Deaf and deaf whereby the use of a capital D in Deaf may denote those who identify as having a cultural and shared experience of being Deaf.

The International Committee of Sport for the Deaf (ICSD who govern the Deaflympics), set their own criteria for eligibility which is a hearing loss of at least 55dB in the better ear (3 tone frequency average of 500, 1,000 and 2,000 Hertz, ANSI 1969 standard). DeaflympicsGB athletes will meet this standard.

Governance and Insight Manager Main Purpose

The Governance Manager will be responsible for working with internal and external stakeholders to:

- Ensure UK Deaf Sport continues to meet all quality and legal requirements including the Code for Sport Governance and CPSU/ACT Safeguarding Assessments .
- Oversee and lead all risk management and quality assurance processes.

Key Responsibilities

- Evaluate and ensure UK Deaf Sport continues to meet all requirements against the Code for Sport Governance and lead improvement activity.
- Oversee and lead all risk management across UK Deaf Sport and its programmes including maintaining Risk Registers and producing Risk Reports for the UK Deaf Sport Board.
- Work with the Chief Executive Officer to lead organisational activity to mitigate risk and improve quality.
- Ensure UK Deaf Sport has the required organisational policies and processes in place to ensure compliance with appropriate legislation and lead their development where required.

- Oversee and lead UK Deaf Sport improvement activities and action plans ensuring compliance with improvement measures as required by the Code.
- Provide support to the UK Deaf Sport Board and Advisory Groups as required.
- Support UK Deaf Sport stakeholders to implement governance and quality practices and standards.
- Ensure appropriate safeguarding and risk management policies and procedures are in place across UK Deaf Sport and our Members.
- Produce written reports as required for Funders, CEO and the UK Deaf Sport Board when required.
- Undertake any other duties and responsibilities appropriate to the post as determined by the CEO or the UK Deaf Sport Board.

Person Specification

Essential Criteria

- Educated to degree level in a relevant subject or equivalent qualification or relevant experience.
- Proven track record in leading an organisation's governance and action planning..
- Experience of risk management and control methodologies and their successful application.
- Excellent information management, research and analytical skills and experience in communicating findings to different audiences (general public, government, policy bodies).
- Understanding and experience of undertaking organisational improvement and action planning.
- Experience of reviewing, developing, and implementing core organisational policies and processes including safeguarding.
- Excellent organisational and communication skills (written, verbal and listening), attention to detail and understanding of inclusive and accessible communication.
- Administrative and information technology skills including proficient in the use of Microsoft Office products (Word, Excel, PowerPoint).
- Excellent negotiation and presentation skills.
- Ability to use own initiative, plan ahead, work accurately to tight deadlines and to prioritise competing priorities between conflicting demands.
- Relationship management with stakeholders in a variety of situations and at all levels.
- Takes personal responsibility for ensuring the job gets done, and also comfortable asking for help whenever required.

- Ability to travel and work independently and willingness to work some evenings and weekends as needed to deliver events programme
- An understanding of and commitment to equal opportunities.

Desirable

- We specifically welcome applications from those with lived experience of deafness and from the deaf community. UKDS use the term 'deaf community' to represent all people who are deaf, hard of hearing or have a hearing loss or anyone who has a lived experience of deafness such as family members, friends, allies, colleagues and other professionals.
- Experience of governance management within the sport or physical activity sector specifically the Code for Sport Governance.
- Experience or understanding of issues affecting disabled people and/or sports policy and practice.
- Understanding of the sport/charity/voluntary/disability sectors.
- Experience in using online survey software (e.g. Survey Monkey).