

## Head of Strategic Development Job Profile

<b>Sheffield Wednesday Football Club Community Programme</b>	<b>Key Responsibilities</b>	<b>Personal Requirements</b>
<p><b><u>The Community</u></b></p> <p>A partnership between Sheffield Wednesday Football Club Limited (SWFC) and The Football League Trust.</p> <p><b><u>Your Role's Purpose</u></b></p> <p>The purpose of your role as Head of Strategic Development is to be responsible for the organisation's education programme and to ensure suitable business development is continually achieved in accordance with targets and budgets set, alongside compliance standards.</p> <p><b><u>Your Reporting Manager</u></b></p> <p>As Head of Strategic Development, your reporting is to the Community Manager.</p> <p><b><u>Your Place of Work</u></b></p> <p>Your usual place of work shall be Hillsborough, Sheffield, S6 1TW; however, you may be required to travel to other locations (subject to business needs).</p>	<ul style="list-style-type: none"> <li>• To develop and implement efficient and effective business development plans, for the organisation's growth and sustainability. This includes designing and delivering educational projects.</li> <li>• To be responsible for all educational staff and their development.</li> <li>• To be responsible for increasing the organisation's turnover through developing programmes and partnerships, recruiting students, marketing techniques, etc.</li> <li>• To complete all new student 1:1 presentations, to secure potential recruits.</li> <li>• To develop marketing techniques for promotion of programmes run.</li> <li>• To supervise, organise and develop management teams overall, including overseeing their departments and programmes run.</li> <li>• To review and maintain all policies and protocols in place, ensuring compliance with all relevant regulatory and government standards/practices is met.</li> <li>• To prepare and complete all education reports, and any other relevant reports required.</li> <li>• To build effective working relationships with the club, and local business partner agencies (schools, apprenticeship providers, etc.), for business development.</li> <li>• To ensure business and partnerships are kept up to date with current trends, for future success.</li> <li>• To attend all trustee, management, football and other meetings arranged. This includes arranging suitable management meetings.</li> <li>• To maintain CPD and monitor/certify staffs CPD.</li> <li>• To always represent the organisation in a professional manner.</li> </ul>	<p><b><u>Core Competencies</u></b></p> <ul style="list-style-type: none"> <li>• Good time management/organisational skills</li> <li>• Methodical</li> <li>• Excellent attention to detail</li> <li>• Accurate</li> <li>• Good IT skills</li> <li>• Good emotional intelligence</li> <li>• Rationale thinker</li> <li>• Excellent communicator (written and verbal)</li> <li>• Excellent planning skills</li> <li>• Excellent strategy knowledge.</li> <li>• Good team and independent worker</li> </ul> <p><b><u>Personal Qualities</u></b></p> <ul style="list-style-type: none"> <li>• Focussed</li> <li>• Personable</li> <li>• Positive</li> <li>• Adaptable</li> <li>• Confident</li> <li>• Hardworking</li> <li>• Professional</li> <li>• Reliable</li> </ul> <p><b><u>Qualifications/Training</u></b></p> <ul style="list-style-type: none"> <li>• Satisfactory DBS check</li> <li>• Safeguarding training (can work towards in post)</li> <li>• UK Driving License</li> <li>• Suitable business development qualifications (desirable).</li> </ul> <p><b><u>Experience</u></b></p> <ul style="list-style-type: none"> <li>• Experience of working in a management role is essential.</li> <li>• Experience of working in an educational management role is desirable.</li> </ul>

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*Every day inspired*