

UK Ultimate Development Officer

1. Introduction

Following a successful period of strengthening the financial position of the organisation, UK Ultimate is for the first time investing in a role whose objective is to grow participation. We are excited to be hiring for our first Development Officer position.

We have taken the decision to focus this role towards supporting the growth in the number of younger players in the UK. Large numbers of schools are starting or trying to play ultimate, but we are not yet seeing that translate into more teams at our Junior Championships, nor an increase in the number of young players joining our clubs or trying out for GB Junior squads. We want to change that!

The role will also support ongoing work to refine our broader development plans: working with colleagues, volunteers and the community towards our long-term aim of *“ultimate in every school, a club in every town, a coach in every club”*.

2. Summary Job Description

Primary responsibility: Develop and deliver programmes and activities that support or lead to sustainable growth in participation in ultimate, with focus on youth.

Reporting to: CEO

Salary: £17k-£22k depending on skills/experience and location

Time commitment: Full-time position. The role involves working at some events that take place over a weekend. We operate a flexible “time off in lieu” approach to the event days worked on weekends.

Location: Working from home. There will be a requirement to attend a number of meetings and events during the year.

Contract length: 2-year fixed-term contract.

Responsibilities include but are not necessarily limited to:

Youth & Schools Ultimate

- Manage and administer UKU School Affiliation programme.
- Encourage inter-school competition at all levels.
- Work towards inclusion of ultimate in the School Games.
- Take an active role in all aspects of UK Ultimate safeguarding and child protection work.

Club Development

- Drive the development of new junior clubs and/or junior-sections for existing clubs - support club committees, coaches and community groups in setting up the required policies and structures.
- Develop a network of UKU-run “regional development hubs” to provide additional, regular and local coaching and training for young players.

Event Management

- Working alongside our Event Coordinator, you will take the lead role for coordinating and running UKU junior competitions. You would be expected to attend and run the current UKU junior competitions: Junior Women’s Indoors, U17-U14 Indoors, Junior Open Indoors, Junior Nationals (outdoor).
- Support UKU event coordination and management during busiest periods of the year - including non-youth divisions. This may sometimes involve a small number of additional events during those periods.

Participation Growth and Target Groups

- Support the development of a broader plan for long-term participation growth.

3. Other Information

You will need to be well-organised and self-motivated. The role involves working alone and remotely with colleagues and lots of volunteers. You need to be reasonably numerate and comfortable using spreadsheets, shared online file systems (e.g. googledrive and dropbox), and updating content on websites and social media. Please do highlight skills or experience that you think would help in other areas of UK Ultimate's work.

A key element of the role will involve working out how to take best practice from other sports in the UK, as well as other ultimate communities around the world, and apply appropriately to our circumstances.

Knowledge of ultimate and the community is likely to be an advantage, but is not a requirement. We are looking for an individual with qualifications and/or recent experience in sports development or a closely related area.

4. Application Process

Please send a covering letter and CV to Simon Hill [si.hill@ukultimate.com] by Monday 16 October. The selection process may vary depending on the number of applicants. We reserve the right to extend the deadline.