

Application Process

Derbyshire Sport

Club Developers
16/12/2011

Derbyshire Sport, on behalf of Derbyshire County Council is looking to invest funding to support the development of clubs within the boundaries of Derbyshire County Council. This support will be provided through individuals who will be known as ‘Club Developers’ and who will work with selected clubs on a one-to-one basis for a short period of time

This document invites individuals to apply to become part of the “Club Developers” workforce.

1. Background Information

1.1 The plan for sport for Derbyshire - “2012 and Beyond – A Plan for Sport and Active Recreation in Derbyshire 2010-2015,” was launched in December 2009.

http://www.derbyshiresport.co.uk/Images/Plan%20for%20Sport%202010-2015%20web_tcm22-127447.pdf

1.2 The long term vision is;

“To make Derbyshire one of the most active and successful sporting counties by 2020”

1.3 Within the plan to 2015, there are 3 clear ambitions (or strategic goals) and 9 action plans. The third ambition is;

“To increase the number of private and third sector organisations that are contributing to the visions and ambitions of this plan and to strengthen their sense of purpose as measured by the Derbyshire Sport Stakeholder Survey by 2015”

1.4 The 7th of 9 action plans focuses on Volunteers and Clubs and there are 6 targets within this. Some progress was made towards these targets in 2010/11, but this needs to be accelerated in 2012 if the opportunities presented by the London 2012 Games are to be maximised. We feel that the actions are still the right ones and so it is now very important that we begin to take some more positive steps to action these.

2. ‘Club Developers’ project outline

2.1 Club Developers is part of Derbyshire Sport’s 2012 Legacy Programme. It is hoped that approximately 60 sport clubs will be supported through one-to-one support and become more strongly linked to the work of the key partners within Derbyshire Sport.sports infrastructure in Derbyshire, products and services available to clubs and where appropriate write a development plan for the club

3 Club Developers – the process to date

3.1 Consultation with key partners including Derbyshire Sport Staff Team, Sport Development Officers Forum, Derbyshire Governing Body Forum, and others highlighted:

- That this support is required and welcomed in many sports/districts
- That the ‘Club Developers’ need to have the skills/experience as outlined below:
 - Strong interpersonal skills
 - Be comfortable communicating and working with volunteers
 - Experience supporting sports clubs and writing Club Development Plans
 - Excellent facilitation skills

- Be able to work alone and on their own initiative
- Be available to work evenings/weekends as the club(s) require
- That 'Club Developers' will be deployed through either local authorities or governing bodies. Derbyshire Sport will have an SLA with the organisations managing this local deployment.
- That clubs will be selected on the basis that they;
- Are actively involved in club development and are ambitious for improvement and development
- They want to become a part of the programme,
- Can commit to having at least 3 committee members directly involved

4 Next Steps for the 'Club Developers' Programme

4.1 The below table outlines the steps that will be taken and the date they will be completed:

Date	Action
By 16 December 2011	Application process is opened and promoted to 'club developers'
22 January 2012	Application Process closes for 'Club Developers'
By 16 February 2012	Process undertaken to select 'club developers' – this will include consultation with Governing Bodies and Local Authorities
Late Feb 2012	Training Workshop for Club Developers
06 February -02 March 2012	Clubs invited to apply for Club Developers
Mid March 2012	County Panel to meet to agree clubs who will get support
31 March 2012	Clubs notified as to whether they have been successful. Successful clubs and 'club developers' matched
01 April 2012	Delivery Starts
01 October – 30 October 2012	Evaluation of programme

5. Contract details

5.1 A Service Level Agreement will be drawn up between Derbyshire Sport and each local authority and governing body that wants to be a part of the programme

The "Partners Organisations will manage a number of Club Developers in their constituency and receive a contribution of £65 per club to support the capacity required to manage this local infrastructure and monitor the outcomes of the Service Level Agreement.

5.2 Club Developers will be paid £30 per hour, and be expected to work with each selected club for an average of 6 – 10 hours, The Club Developer will be paid for a further £60 to enable them to communicate with the club prior to their first meeting and to type up notes/produce documents as a result of their discussions.

Travel and other expenses will be included in this fee.

5.3 Payment will be made to the Club Developers by the Partners Organisations.

Work will be undertaken by the Club Developers on a self employed basis and the Partners Organisations shall not be any employer liabilities such as, but not limited to; pension, holiday pay, insurance or sick pay.

5.4 This is a casual role and each Club Developer will be expected to work a number of clubs to be agreed by the Partner Organisation. This will be by agreement and will be flexible enough to allow them to work around their other commitments.

5.6 On completion of the agreed hours, Club Developers will be asked to complete a simple monitoring form outlining what support they have offered and what difference this has made to the club.

6 Skills and experience required

6.1 Club Developers will be expected to have the skills and experience to work one-to-one with prioritised clubs to support them write a club development plan, which might include:

- A review of the club committee
- An audit of the number of coaches and volunteers needed, and actions to identify and recruit
- Actions around increasing membership
- Support with promotion and PR
- A look at the facility requirements in order to meet the needs of new and existing members
- Identification of funding requires and support to make applications to appropriate funders
- Support to achieve ClubMark status
- Developing links with the sports infrastructure in Derbyshire

6.2 Club Developers will be expected to:

- Have strong interpersonal skills
- Be comfortable communicating and working with volunteers
- Have experience supporting sports clubs and writing Club Development Plans
- Have excellent facilitation skills
- Be able to work alone and on their own initiative
- Be available to work evenings/weekends as the club(s) require

7. The Fee

7.1 Club Developers will be paid a fixed fee of £30 per hour for their work with clubs. The number of clubs and the number of hours worked will be by agreement with the Partner organisation. A further £60 will be paid to the Club Developer for each club they work with administration and other expenses such as travel.

8 Timetable

8.1 This application process was opened on **16 December 2011**

8.2 Completed applications should be submitted by **5.00pm on 22 January 2012** via email to Andrea Stone at
E-mail: andrea.stone@derbyshire.gov.uk
Tel: 01773 571222

8.3 A decision will be taken as to who should be interviewed, through consultation with Local Authorities and Governing Bodies. Interviews will take place week commencing 13 February 2012.

8.4 The successful Club Developers will be notified by **21 February 2012**. Unsuccessful applicants will be notified of the decision as soon as possible thereafter.

9 The Application

9.1 Applications should be made by completing the application form (Annex C)

9.2 Applications will be assessed against the following criteria:

- Relevant experience and expertise
- Proposal for the delivery of the outcomes
- Endorsement through a Local Authority, Governing Body of Sport or other Sport Development Professional.

End

Andrea Stone

Sport Development Manager, Derbyshire Sport

16/11/11

**Derbyshire Sport
Club Developers Application Form**

Name:

Address:

Contact Telephone Number:

E-mail:

Your Background – Why do you think you would make a suitable Club Developer?

Which districts in Derbyshire would you be able to work in? When are you able to work?

How many clubs do you think you'd have the capacity to support over a 6-month period (based on 6 – 10 hours per club)?

Endorsement by Local Authority, Governing Body Officer or other Sport Development Professional

Name:

Organisation:

Role:

Supporting Statement:

Signature of applicant:

Date:

Completed tender submissions should be submitted by **5.00pm on 22 January 2012** via email to Andrea Stone at:

E-mail: andrea.stone@derbyshire.gov.uk

Tel: 01773 571222