

# OCRA Sport and Recreation Manager

## Job Description



**Role:** Develop and deliver sports and recreational activities and events

**Salary:** £24,000-£28,000 depending on experience

**Working hours:** 37.5 hours/week, Mon-Sun, *no fixed hours*.

**Reporting to:** Board of Trustees (via Chair of Trustees)

### Background - About OCRA

OCRA is a charity that aims to maintain & develop sporting and recreational opportunities and facilities for Okehampton and the large surrounding area.

Delivering charity outcomes in health, activity, sport, arts, education, recreation, community life and wellbeing, last year OCRA made a positive impact on over 5000 people of all ages and abilities.

OCRA belongs to many charity and sporting bodies. and is a respected and trusted organisation recognised across Devon.

### Education and Qualifications

Graduate degree, HND or foundation-level qualification preferred, but not essential, depending on previous experience, with favourable consideration of any of the following:

- voluntary sector management
- sports science
- business studies
- community development
- community studies
- marketing/public relations
- social policy and administration

### Scope and key deliverables

Develop and deliver diverse programmes, services, events and projects in support of OCRA's charitable objects for sport and recreation, as defined in its' constitution.

### Key attributes

- A demonstrable track record in managing successful projects, services and events in a charity environment (grant-assisted or commercially delivered)
- Good working knowledge of the UK charity sector
- Broad knowledge of sports and recreation
- Experience of successful fund-raising, bid-writing and reporting (with accompanying evidence) on charitable projects
- Solid relationship-building with colleagues, trustees, clubs, groups, agencies, schools, health bodies, councils and individuals
- Manage, mentor and develop staff and volunteers working for the charity
- Experience of promoting projects, services and events across a range of traditional and digital media
- Effectively manage the charity's resources against agreed forecasts and budgets, within the agreed charitable objects
- Able to define a clear vision for the charity's activities in line with its charitable objects; develop, communicate and deliver a strategy for achieving this vision.