



virtus



**Sport & Competition Manager
APPLICATION PACK**



Dear Applicant.

WELCOME TO VIRTUS

Thankyou for your interest in Virtus and the post of Sport & Competition Manager. In this pack you will find information about the organisation, our plans for the future and the role. You can also find further information by visiting our website at virtus.sport.

OUR VISION

'An inclusive world for people with an intellectual impairment'

We pursue this by working through our member organisations and partners to change attitudes, create opportunities and develop pathways in sport to ensure that athletes with an intellectual impairment can compete to the highest possible level. For many this is the Virtus World Championships culminating in the Global Games, whilst - for a small number - this might be the Paralympic Games.

VIRTUS

Virtus is the International Sports Federation for athletes with an intellectual impairment. It is one of three international organisations of sport for people with a disability (IOSD's) in membership of the International Paralympic Committee (IPC) and represents the interests of athletes with an intellectual impairment within para-sport worldwide.

Virtus organises a rolling four-year programme of regional and world championship competition in 12 sports together with the four-yearly Global Games – the worlds largest multi-sport elite competition for athletes with an intellectual impairment. We additionally have formal partnerships with a further 5 sports, managing the eligibility process for athletes wishing to compete within the classification group across para sport. Virtus promotes public and media awareness of sport for people with an intellectual impairment and break down barriers to improve access to sport worldwide.

OUR ORGANISATION

The organisation is registered as a charitable incorporated organisation (CIO) in the UK and is supported by a growing membership of more than 90 national organisations around the world and a number of National & International Sport Federations.





Virtus is overseen by the Governing Board, a group of voluntary trustees elected by the membership who meet regularly to determine strategy, policy and monitor progress. The Board are supported by a number of committees including Sport Committees (responsible for delivering the Virtus sport and competition programme), Eligibility Committee (responsible for managing the athlete eligibility and classification process) and Anti-Doping Committee (responsible for promoting drug-free sport).

Virtus is managed on a day-to-day basis by its small team of staff who are responsible for the successful delivery of the strategic plan, working and supporting an international team of more than 100 volunteers.

Strategic Plan 2021-2024

“Shaping our Future” - the Virtus Strategic Plan for 2021-2024 – is available from the website. It sets out three key objectives that will drive and shape our work:

- To deliver exceptional services – which includes developing our member services, ensuring high quality events and driving new opportunities in sport worldwide
- To maximise influence and reach – including growing our brand, developing new partnerships and alliances and increasing Paralympic inclusion
- To strengthen organisational health – growing sustainable income streams, continually evaluating and improving what we do and ensuring we are sustainable and a leader in advocating for people with an intellectual impairment.

Significant progress has been made towards these objectives and, during 2024 we will initiate the process of membership consultation to develop the next strategic plan to take us beyond the 2027 Global Games which will be held in Cairo, Egypt. We have ambitious plans to grow Virtus and consolidate it as the globally recognised leader in sport for athletes with an intellectual impairment.

Sport & Competition Manager

The role of Sport & Competition Manager is central to our plans. The successful candidate will oversee a broad portfolio to not only deliver an exceptional sport and competition programme but also work strategically to drive growth by creating new and influential partnerships and initiatives to extend reach.

In particular the role will oversee our competition programme through to its pinnacle – the 2027 Virtus Global Games – and beyond, grow our partnerships with the International Federations of sport and strengthen our position in a changing para sport landscape, expand our virtual event activities and increase participation by reaching more athletes in more nations.

Salary:	Negotiable (in the region of £35k pa depending on experience)
Hours of Work:	Full Time
Annual leave:	25 days per year + public holidays
Work location:	UK (home) based with expectation of regular team meetings in Sheffield, South Yorkshire. The post will include significant international travel.
Benefits:	Business travel insurance, work-based pension scheme
Start Date:	October 2024

Application Process

Applications should be made by detailed CV with covering letter. Applicants should clearly detail their previous experience in a sport, development and/or relevant project management role giving details of achievements and showing how they meet the requirements of the post. Applicants should be eligible to work in the UK.

Applications should be [uploaded here](#) no later than midnight on Sunday 8th September 2024. An [optional](#) equal opportunities monitoring form is also attached.

Interviews

Shortlisted candidates will be invited to interview which is provisionally scheduled to take place w/c 16th September and it is expected that the successful candidate will take up the role as soon as possible thereafter.

Further information

Applicants are encouraged to visit the Virtus website and to familiarise themselves with the strategic plan. To discuss the post further, please contact Nick Parr (Executive Director) at nick.parr@virtus.sport after 26th August 2024.

Advertising and recruitment companies are kindly requested not to contact Virtus (unless it is on behalf of an applicant/client) as further adverts will not be placed.





Role Description

Title: Sport & Competition Manager
Responsible to: Executive Director

Overview:

The Sport & Competition Manager will be responsible for overseeing the sport and competition programme whilst also working strategically to grow organisational reach and influence by establishing new partnerships, increasing participation and implementing new initiatives.

Performance responsibilities:

1. Delivery and strategy

- To work with and support Virtus sport committees to successfully manage the sport and competition programme (Global & Regional Games, World & Regional Championships), ensuring high-quality, safe and successful events with a focus on performance and to plan the longer-term sport/event strategy.
- To develop and build strong relationships with the International Federations of sport, the International Paralympic Committee and other relevant organisations to re-enforce Virtus position in the para sport landscape
- To implement strategies and establish partnerships to grow participation by new and existing members
- To initiate and manage development programmes and projects at both an international level and within member organisations to grow sport for athletes with an intellectual impairment
- To grow the virtual sport programme and maximise new technology opportunities
- To support and prepare those sports identified as having potential future Paralympic Games
- To successfully manage projects and development programmes as directed by the Executive Director
- To manage any future staff within the sport team, and line manage Sport Directors/Sport Committees
- To identify grant funding and sponsorship opportunities arising through the sport and development programme and work closely with the staff team to manage relevant sponsorship, grants or other support
- To be aware of national and international policy and key trends relevant to the delivery of disability sport at an international level
- To support and advise on compliance and legal matters relevant to events management



- To make presentations to potential and existing donors

2. General

- To assist the Executive Director in the delivery of the Strategic Plan
- To represent Virtus externally in order to further the organisational aims whilst protecting and enhancing its reputation
- To promote and market our services to partner organisations and professionals, maximising the opportunity, in a polite and professional way
- To produce monthly written reports on activities and other reports as required
- To keep abreast of developments within sport and disability
- To attend staff & team meetings, events and other meetings (e.g. Governing Board and General Assembly) as required
- To work out of office hours and weekends if and when required
- To be available for extensive national and international travel
- To undertake any other duties in line with Virtus' policies and procedures, which may from time to time, be required and to participate in other events as requested by the Executive Director

This role description is intended as a summary of the main elements of the job described. They may be varied from time to time in consultation with the post-holder without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Person Specification



Education	Essential/ Desirable
Educated to degree level or equivalent with relevant experience	Essential
Experience and Knowledge	
At least three years experience in a senior sports management or development position	Essential
Proven track record of leading teams and successful project management and delivery	Essential
Proven successful track record in partnership development	Essential
Knowledge and understanding of sports-technical requirements across a range of sports	Desirable
A good understanding of the disability sport landscape (structures and political) at an international level	Essential
Experience of working with and managing teams of volunteers	Essential
Experience of managing budgets	Desirable
Abilities and competencies	
Self-motivated, with ability to think and perform strategically in a small but busy voluntary sector environment	Essential
Ability to be able to identify new opportunities, to research and evaluate their viability and to present findings in a professional manner.	Essential
Ability to develop strong outcomes and an advocate of change	Essential
Methodical and very well organised with multi-tasking skills and ability to prioritise and plan work	Essential
Ability to proficiently use common IT packages to a competent level including social media	Essential
Able to promote Virtus in a professional manner to a variety of audiences	Essential
Able to work efficiently and effectively with a range of stakeholders forming productive and professional relationships	Essential
Able to manage time effectively and productively	Essential
Personal qualities	
Self-motivated, with ability to think and perform strategically in a small but busy voluntary sector environment	Essential
A passion for and interest in furthering sport and opportunities for people with an intellectual disability	Essential

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