

Strategic Planning Officer - Volunteer Job Description

SwimTayka teaches children in underserved communities around the world, to swim. Since 2016, SwimTayka has been working towards our long-term goal that all children, wherever they are born, have access to free swimming lessons in clean water. This Legal & Policy Officer role is solely responsible for the monitoring and creation of policy to ensure we meet all legal responsibilities within the Charity, although a passion for swimming and the environment is welcomed.

Responsible to:	SwimTayka Finance Officer
Location:	Any (home based working)
Hours of Work:	Flexible - estimated at 10 hours a month

Overview

Strategic planning identifies where SwimTayka wants to be at a point in the future and how it is going to get there. The "strategic" part of this planning process is the continual attention to current changes in SwimTayka and its external environment, and how this affects the future of SwimTayka.

Would suit someone who is used to working flexibly, on their own initiative, copes effectively with managing workloads and deadlines, remains positive, reflective and is proactive in the face of challenges.

A good communicator with **strong numeracy skills** and excellent organisational skills.

SwimTayka is committed to Safer Recruitment and all appointments are subject to satisfactory references and pre-employment checks as required in line with our Safeguarding Policy.

SwimTayka supports flexible working arrangements.

Main outcomes to be delivered by the role:

1. Shaping the company's overall business strategy.
2. Developing strategic plans and assessing company performance.
3. Conducting research and data analysis to inform business decisions.
4. Taking a wide look around at what is going on outside SwimTayka and how it might affect SwimTayka (an environmental scan), and identifying opportunities and threats.

5. Review what is going on inside SwimTayka, including its strengths and weaknesses.
6. Review current established statements of mission, vision and values.
7. Establishing goals to accomplish over the next one to three years, because of what is going on inside and outside SwimTayka.
8. Identifying how those goals will be reached (strategies, objectives, responsibilities and timelines).
9. Carry out all other duties as may be reasonably assigned from time to time and with the level of this Job Description.

Knowledge, skills and abilities required:

This volunteer description is not exhaustive but is a guide to the main functions and responsibilities of the post. It is subject to periodic review in line with organisational development. The postholder may be asked to undertake other duties for which they have the necessary experience and/or training. Person Specification Essential Criteria Candidates must demonstrate and explain in their application how and why their previous experience, skills, abilities and knowledge, meet the requirements of this post.

Applications that fail to demonstrate this will be not be considered for shortlist

Required:

1. Experienced in the preparation of management accounts.
2. Excellent organisational skills and attention to detail.
3. Ability to prioritise and deliver to deadlines.
4. Ability to communicate Strategy to non-finance Trustees.

Desirable

The postholder may meet some or all of the following desirable criteria for the post:

- Experience in a strategy role with a charity..
- Track record of working autonomously and in a small team.
- Able to work collaboratively in a challenging environment.
- An investigative nature.
- A keen interest in the growth and efficiency of SwimTayka and a strong and demonstrable commitment to our mission

Personal Qualities

- A can-do attitude and ability to work independently with limited supervision, as well as a demonstrable commitment to constructive and cooperative team working

- Confident, resourceful and proactive, with initiative and a problem-solving disposition
- Ability to meet deadlines and take personal responsibility for work
- Ability to work effectively with a range of stakeholders, internal and external, including senior staff, trustees, grantees, policymakers, practitioners, communities and individuals from diverse cultural and linguistic backgrounds.
- A strong and demonstrable commitment to our mission
- All applicants must have the right to work in the UK for the duration of the contract
- Successful applicant will be required to undergo a criminal background check and job offer is dependent on a satisfactory return

Equal Opportunities Statement

SwimTayka aims to ensure that no prospective or actual employee is discriminated against on the grounds of race, sex, nationality, marital status, sexual orientation or gender identity, employment status, class, disability, age, religious belief or political persuasion, nor is disadvantaged by any condition or requirement, which is not demonstrably justifiable.

Safeguarding Statement

SwimTayka is committed to Safer Recruitment and all appointments are subject to satisfactory references and pre-employment checks as required and in line with our Safeguarding Policy and Procedures. More information, including a copy of SwimTayka's Safeguarding Policy, can be provided on request.

Data Protection

For details of our data protection and privacy policy please refer to our website:

<https://swimtayka.org/privacy-policy/>

Application Procedure

Candidates should send a Curriculum Vitae, a detailed Personal Statement (fully addressing all the criteria in the person specification) and a writing sample in English (max. 1000 words) to volunteer@swimtayka.org no later than 20th March 2020, stating Legal Policy Officer in the subject heading.

For questions about the role contact volunteer@swimtayka.org: Candidates should also provide details of at least two referees (not to be contacted until a volunteer offer is made).

Regrettably, due to the large number of applications we receive, it is not possible to write to you should you not be shortlisted for an interview. If you have not heard from us within 20 days of the closing date, please assume that your application has not been successful on this occasion. Interviews will be conducted at the start of April.