

WORKING WITH US



PARKOUR UK & HOLACRACY

Parkour UK are working to serve, elevate and add value to our community in the areas of membership, workforce and digital and we are about to go through a growth period where we are looking for forward thinking and curious individuals who want to help engage the community and inspire more people to participate. We are advertising a series of part time roles to encourage as many potential candidates as possible to apply, we will offer the opportunity to fit around other commitments (family or having a portfolio of work) and give flexibility to work on a variety of assignments. We will expect that the flexibility we provide is matched with flexibility on your part to ensure that you can travel to attend monthly appointments and be available for standing weekly appointments with colleagues to make progress on shared projects.

We would encourage people from all demographics to apply as we want the organisation to reflect the society we live in and work across. We are looking to build a team of individuals who come from different backgrounds that support our values; freedom, self-discipline, challenge & community.

Any overall success within the parkour community and the wider sports sector will be the result of a combined effort, and we therefore strive to provide opportunities for our employees to learn, grow and thrive. We will give encouragement to build partnerships and collective capacity with the intent to co-create, engage with young people, and continue to discover.

Parkour UK will adopt some of the principles of Holacracy, as we believe this reflects the culture of the community in which we work and represent. These principles include embracing autonomy and creative problem-solving capacities and working in agile, self-organising networks. You do not need to have any experience or understanding of holacracy to apply but if you are looking for formal line managers to hand hold you, then this organisation will not be the right fit. We want candidates who have the right mindset to work on solving problems, creating solutions for our community, and love taking initiative.

- We will encourage curiosity and value insight, candidates who seek out new experiences and knowledge, making sense of it and suggesting new possibilities for us to learn and change.
- We will encourage proactive engagement, candidates who use their emotional intelligence to communicate and connect with people
- We will require determination and resilience to tackle complex problems and process tensions.



Job Description

Digital Support

Hours, Salary & Contract	Location	When you apply
<ul style="list-style-type: none">16 hours per week/.4 FTE£8-£10k p.a pro rata (£20-£25k p.a FTE)2 year fixed term	<ul style="list-style-type: none">Home-basedMonthly travel to central UK locations	<ul style="list-style-type: none">Please include "DSRS" in the subject line of your email

Roles:

Parkour Advocate – Be an advocate for Parkour UK and the sport of parkour by actively championing the positive impact on society.

Post Developer – Produce posts for social media aligned pillars and intentions

Story Identification – Identify with Parkour community stories for content

Social Media Output Insight – Gather digital platform outputs that represent / serve / engage the community.

Manage Enquiries – End to end management of enquiries.

Connect to organisation reporting
Customer Service Champion – Provide excellent and timely customer service with both internal and external communications.

Impact Insight – Provide necessary insights to inform impact reporting

Holacracy Implementation – Support the holacracy implementation

Time / Work Management – Manage own time & workload effectively.

Skills, Knowledge and Experience

Service Improvement

Customer service delivery – Customer service delivery and the relationship between service providers, customers, and consumers. How to resolve customer service problems.

Business Functions

Digital Systems Management – Effective use of Digital & Media platforms. Experience in day-to-day website and social media back-end systems management. Practical understanding of CRM systems and of marketing and communications in a sport.

Communication in a business environment – Produce written content and communicate verbally.

Content Management – A developing understanding of trends in online and social media, particularly within parkour / sport. Experience of day-to-day communications plan, creating content and managing website and social media activity. Experience with media editing software, delivering social campaigns, and working with email marketing platforms

The Community Environment – Understanding community engagement and activation with a view to storytelling. Engage and build rapport with different groups. Communicate, engage & utilise local networks.

People Management & Development

Develop working relationships with colleagues – The principles of effective team working. Establish and maintain working relationships with colleagues. Collaborate with colleagues. Effectively manage own time.

Operations and risk management

Health and safety in the workplace – The guidance and procedures to safeguard children and vulnerable adults within communications.

A week in Digital Support

You'll work remotely from your laptop – over the week you'll be designing and scheduling social posts and consuming content from the community.

You'll be chatting to and sometimes visiting the Parkour community to find a diverse range of stories that show the power of Parkour.

You'll hear from your team at Parkour UK, members, non-members and content creators.

You'll serve people looking for classes and courses, and you will support some of the more strategic communications coming from the wider team.

You'll be expected to be well organised, stay ahead of curve and be confident giving clear and honest answers.

You'll get to be creative, solve problems, have great conversations and tell stories and show passion and care for the people that contact you.

HOW TO APPLY

**JOB CODE
"DSRS"**

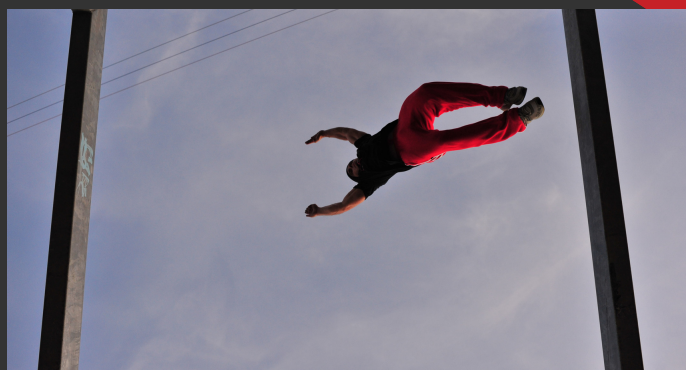


TO APPLY

Please submit the following to vacancies@parkour.uk by 1700 on the 7 June 2022. If you wish to apply for more than one role, please submit a separate application for each role.

Please include the relevant job code in the subject line.

1. An up-to-date curriculum vitae (maximum 2 sides of A4), which provides a summary of key achievements and responsibilities
2. A covering letter (maximum 2 sides of A4), which addresses the skills, knowledge and experience required for the role. Please use the headings used in the outline and be clear to reference how you understand and / or when you have demonstrated.
3. Contact details including an email address and suitable daytime and evening contact numbers.
4. Completed diversity data monitoring form.
5. Outline an estimate of the travel expenses that you would incur to attend an Assessment Day in Birmingham on Wednesday 22 June starting at 1030 and concluding at 1500. Please note that this information will not be used as part of the shortlisting process.



CELEBRATING DIVERSITY

Parkour UK actively promotes diversity in employment and sport and welcomes applications from all parts of society.

SUPPORTING THE APPLICATION PROCESS

We will hold two recruitment surgeries to outline the roles, provide candidates with information to navigate the process and understand what is expected of them and answer any questions. These will take place on Tuesday 24 May at 1330 and Wednesday 1 June at 1800. The surgeries will be recorded and made available online. You can join the events through the work with us page on the website.

If you have any questions about the recruitment, please contact vacancies@parkour.uk and we will respond within 2 working days.

REVIEWING APPLICATIONS

We will undertake a pre-screening exercise to remove any personal information that is not relevant to the shortlisting process.

A panel will review and thoroughly consider all the applications we receive. We will shortlist based on the examples given / evidence presented for the skills, knowledge and experience required.

We will contact shortlisted candidates on the 10 June with details of an invitation to an assessment day, which will take place in Birmingham on Wednesday 22 June between 1030 - 1500.*

We will provide the details of a pre assessment day task. Following the assessment day the roles will be offered.

*We will pay reasonable travel expenses to support candidates attending and encourage applicants to get in contact before applying should they have any concerns about attending an assessment day.