

# 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

# Workforce Lead

Hours, Salary & Contract	Location	When you apply
<ul style="list-style-type: none"><li>• 16 hours per week/.4 FTE</li><li>• £10-12k p.a pro rata (£25-£30k p.a FTE)</li><li>• 2 year fixed term</li></ul>	<ul style="list-style-type: none"><li>• Home-based</li><li>• Monthly travel to central UK locations</li></ul>	<ul style="list-style-type: none"><li>• Please include "WFRL" in the subject line of your email</li></ul>

### Roles:

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

#### Learning & Development

**Evaluation** – Evaluate and build on the coaching pathway & CPD opportunities

#### Learning & Development

##### Oversight

– Manage the development and building of coaching pathway & CPD opportunities

**Platform Developer** – Development of the learning platform

**Workforce Insight** – Complete understanding of current workforce

**Tackling Inequalities** – Support community to enhance their work in the context of tackling inequalities

**Budget Holder** – Responsibility for budget within financial system, review, and projecting of figures.

#### 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.

### A week as Workforce Lead

You'll work remotely from your laptop alongside your workforce support team member – developing and refining our current qualifications and CPDs by creating course materials, supporting assessors, tutors and widening the coaching pathway.

You'll be chatting to and sometimes visiting our tutors, learners and outside coaching agencies to understand how Parkour UK can expand it's qualifications offering.

You'll hear from your team at Parkour UK, UK Coaching, the workforce working party and others involved in the Parkour workforce at a strategic level.

You'll serve the workforce as a whole – looking wider than coaches – to find ways to support anyone trying to make a career in Parkour in a variety of ways.

You'll be expected to be able to cater for a variety of opinions and needs, building new programmes which are inclusive and considerate of the diversity of our workforce.

You'll get to create a coaching pathway that is inclusive of all aspects of lifestyle sport – coaches, content creators, performers and others who need support to work in Parkour.



# Workforce Lead

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## Skills, Knowledge and Experience

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### Service Improvement

**Manage and improve customer service delivery** – How to monitor the quality of customer service interactions. How to organise the delivery of reliable customer service.

### Business Functions

**Coaching System Management** – How to design effective coach learning and assessments including the use of settings, channels, formats, and delivery. The importance of the organisation's ability to target the right audience for recruitment purposes. How inter-agency and multi-agency partnerships can support organisations to maximise resource and achieve coach learning.

**Sports development management** – The structure of sport & physical activity in the UK; including the background and major issues in provision and the background / history to sports development. Involve, motivate, and retain volunteers. Contribute to developing, promoting, and evaluating services. Facilitate community sport and physical activity.

**Manage a budget** – How to identify financial requirements, set, manage & evaluate a budget.

**Communication in a business environment** – How to use communication to build relationships with stakeholders. Manage interpersonal communication skills. Manage workplace communications.

**The Community Environment** – Understanding community engagement and activation to support delivery of learning & development. 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.

**Teamwork principles** – The different roles and responsibilities within a team. The concepts of culture and behaviour relating to organisations. Develop a plan to improve co-operation within a team. Make decisions in different situations. Review team performance. Allocate and assure the quality of a team's work.

### Operations and risk management

**Health and safety in the workplace** – Responsibilities and liabilities in relation to legislation in the workplace. How to manage health and safety risks in own area of responsibility. The environmental impact of work activities. Review the implementation of health and safety policy in own area of responsibility. Communicate health and safety policy in own area of responsibility. Monitor health and safety in own area of responsibility.

**Managing projects** – The planning, management, and evaluation of various scales of projects

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# HOW TO APPLY

**JOB CODE  
"WFRL"**

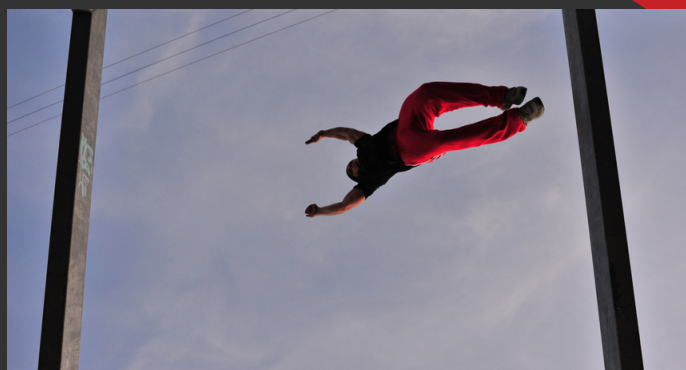


## TO APPLY

Please submit the following to [vacancies@parkour.uk](mailto: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](mailto: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.