



CHANGING **SPORT**
STRENGTHENING **COMMUNITIES**
TRANSFORMING **LIVES**

DIRECTOR OF FINANCE AND RESOURCES

level=



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ABOUT STREETGAMES

StreetGames is a charity passionate about harnessing the power of sport to change the lives of young people and their communities. Through our work with 1,500 trusted local community organisations, StreetGames addresses some of the most pressing issues faced by young people growing up in underserved communities, including poor mental health, food poverty, crime and lack of employment opportunities.

We do this by delivering 'Doorstep Sport' at the right time, in the right place, in the right style, at the right price and by the right people. Doorstep Sport aims to make sport accessible to everyone regardless of their income and social circumstance.



OUR VALUES

We hold a set of shared values, through the community of talented people, who work for StreetGames. We hold each other accountable to these values and ensure that we live our values when working with external partners and/or young people.

We are:



People-centred

People are at the heart of everything we do



Passionate

We are passionate about making a difference for children and young people living in low-income, underserved communities



Positive

We are positive in our approach to every area of our work. We back ourselves to find solutions even when things are challenging.



Pragmatic

We are pragmatic about the approaches we must take to tackle the inequalities for young people living in low-income, underserved communities: the world is not perfectly designed, and we find a way.



Courageous

We are courageous in our approach to creating change. We positively disrupt and challenge in the pursuit of our mission.

OUR COMMITMENTS



Respecting Everyone

Valuing every member of our workplace community, treating each other as equals and with kindness.



Being Inclusive

Celebrating the diversity in our workplace community, valuing each others' experiences, skills, expertise, preferences and thoughts.



Being Team Players

Being reliable for each other. Supporting one another to achieve. Creating an environment where people feel included and empowered, and can be creative and supported on their StreetGames journey.



Being Collaborative

Working with others, seeking to utilise the skills and expertise of many. Sharing our learning, ideas, and listening, we achieve the best outcomes for community organisations and young people.



Learning Together

Embracing critical thinking, celebrating success, and encouraging challenge whilst drawing on our learning and then applying our understanding so we can make the most significant impact on young people through Doorstep Sport together.



Acting with Integrity

Championing the highest organisational standards. Being greatly aware of our accountability and responsibility. Doing what we say we will do and holding ourselves and each other to high standards.



Being Agile

By being curious, thinking flexibly and creatively and seeking new opportunities, we pro-actively adapt and provide meaningful support when these new opportunities arise.



Being the People Beside the People

Making decisions in the best interest of the community organisations and the young people we support and represent so they reap the benefits of Doorstep Sport.

StreetGames is a special place to work. Our workplace is a community of talented people who work in innovative and co-productive ways. How we work together reflects a commitment we make to each other. **We are committed to:**

FAIRNESS, DIVERSITY EQUALITY & INCLUSION

StreetGames is fully committed to the principles of equality of opportunity and is responsible for ensuring that no job applicant, employee, volunteer or member receives less favourable treatment on the grounds of age, gender, disability, race, ethnic origin, nationality, colour, parental or marital status, pregnancy, religious belief, class or social background, sexuality or political belief.

StreetGames is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all employees and volunteers to share this commitment.

We do not want recruitment for diversity to simply be a tick box exercise at StreetGames, it is the right thing to do and the smartest way for us to do our business. This drives our desire to partner with level= to ensure fairness within our recruitment process by creating a level playing field for all. A fully debiased hiring process will enable us to be representative of the society we serve, and creating a diverse team is in the best interest of our members, partners and other stakeholders.

MORE INFORMATION

If you'd like to know more about StreetGames please visit our website:

www.streetgames.org

About StreetGames and Doorstep Sport:

[Watch our video here.](#)



JOB DESCRIPTION

Job Title: Director of Finance and Resources

Location: Manchester

Grade/Salary Range: £70,000 to £80,000 per annum

StreetGames is an innovative UK charity with an absolute focus on transforming the lives of children and young people from low-income, underserved communities through sport and physical activity.

Our Director of Finance and Resources will drive our strategic financial management, HR, IT, and governance functions. The postholder will be responsible for ensuring probity and due care and attention in the day-to-day and strategic management of StreetGames' finances. They will line manage a team of staff providing Finance, Business and IT Support to the organisation and will influence the work of other teams and budget holders in relation to financial planning, management and monitoring.

This is an exciting opportunity to play a critical strategic role in the management of the charity. You will have responsibility for leading all aspects of strategic financial management, managing outsourced HR, office management, IT and governance. Reporting directly to the Chief Executive you will be expected to play a key role in the wider growth and direction of the organisation.

StreetGames has an increasingly strong communications and engagement approach. The postholder will drive the development of our strategy, to enhance and develop our relationships with all stakeholder groups.

The post holder will have proven financial management skills developed whilst operating at a senior level. A working knowledge of SORPS and the different requirements of charity accounting, combined with the ability to learn and apply knowledge across a range of different areas in finance, HR and governance.

The postholder will revel in the complexity of working in the charitable world with multiple funding streams and the need to construct and monitor funding bids that regularly involve complex match-funding arrangements. As an effective team leader and a highly-organised project manager, you will be able to build effective working relationships at different levels within and beyond the organisation. Your analytical skills and attention to detail combined with the ability to prioritise and problem solve will make you highly effective in the role.

KEY RESPONSIBILITIES



Strategic Financial Management

- To provide strategic leadership for all aspects of the StreetGames Finance function ensuring that StreetGames complies with all relevant legislation and operates in accordance with industry best practice.
- To ensure that the Finance function is led in a way that supports the effective delivery of StreetGames mission through prioritising support to budget holders in the delivery of StreetGames activity.
- To oversee the management, monitoring and reporting of a wide and complex variety of income streams.
- To work closely with the StreetGames Executive Team, particularly the Chief Executive, and Fundraising Director to develop, lead and direct StreetGames' Financial Strategy in determining income and fundraising targets and assisting and monitoring the achievement of these targets.
- To be the lead officer for the StreetGames Finance Committee, working with the Chair to ensure Trustees have effective oversight of, and are able to play a strategic role in directing, StreetGames' finances.
- To develop and lead StreetGames' financial strategy and the annual financial planning process.
- To oversee cash management, including timely draw down of funds from relevant funders to ensure adequate cash reserves whilst maximising investment returns.
- To play a leading role in the forward planning of the organisation, leading new areas of work where appropriate.
- To provide strategic financial input to bids and contract negotiations to deliver requisite levels of contribution to overheads and to protect and build reserves.
- To manage the Finance Team to ensure that financial systems run smoothly and effectively and are compliant with all relevant legislation and best practice.
- To act as the Company Secretary ensuring that the expectations of Companies House and the Charity Commission are achieved and to maintain up to date knowledge of SORPS and relevant Charity Legislation.
- To oversee preparation of financial annual accounts for submission to auditors ensuring all relevant supporting information is present and accurate.
- To lead the development and management of efficient business models, including trading companies and other structures where required.
- To manage a payroll function, ensuring accurate payments are calculated and made in line with up to date legislation.
- To manage external relationships with banks, auditors, insurers, health & safety, legal and investment advisors and any other relationships deemed appropriate.

Governance

Provide strategic leadership to ensure appropriate and proportionate standards of internal governance are maintained:

- To ensure effective administration of Board, Finance, Audit and Fundraising meetings, including timely and accurate information for Board members and full and accurate recording of meetings.
- To oversee the management of Board recruitment and induction processes to ensure Trustees are in a position to provide strategic leadership for the organisation.
- Work with the Chair of the Audit Committee to ensure the Board maintains strategic oversight of the legislative and regulatory environment, performance and risk management arrangements and the operation of StreetGames' internal controls.
- Work with Executive colleagues to ensure compliance with the governance expectations of external funders, including Sport England, Sport Wales, Welsh Government, Ofsted and ESFA.
- Work with Executive colleagues to ensure effective strategic performance management and reporting.

KEY RESPONSIBILITIES (CONT.)



Resource Management

To ensure that StreetGames manages its resources effectively to underpin efficient and effective service delivery:

- To oversee the effective management of the StreetGames offices and support services, identifying and implementing systems improvements, where these support the effective delivery of the mission.
- To ensure that effective arrangements are in place to fulfil StreetGames legal obligations for HR, Health & Safety, IT security, management of data and insurance.
- To oversee the effective delivery of a human resources function for StreetGames including maintaining an up to date Employee Handbook, development and implementation of HR policies, recruitment, and management of employment contracts.
- To be accountable for the development and delivery of an ICT strategy which supports the delivery of our strategic plan and drives service improvement.

Line Management

- To effectively manage all team members ensuring completion of appraisals, regular performance management and support with professional development required to carry out duties.

QUALIFICATIONS/EDUCATION/TRAINING

- CCAB, ACCA, ACA or CIMA qualified with proven financial management skills at a senior level.
- Evidence of on-going continuous professional development.

ESSENTIAL SKILLS AND KNOWLEDGE

Experience

- Extensive experience of financial accounting and financial management at a senior level.
- Good working knowledge of SORPS and other relevant legislation to ensure compliance with Charity Commission requirements.
- Awareness of company, legal and tax issues relating to charities and companies.
- Excellent analytical and interpretive ability.
- A background in developing, delivering and monitoring financial strategy.
- A background in the preparation, monitoring and reporting of budget and financial management information within a complex multi funded environment.
- A background in the preparation of grant funding bids often involving complex match funding requirements.
- A background of implementation of successful bids ensuring effective financial monitoring and reporting to ensure compliance with funder requirements.
- A background of the preparation of annual accounts for submission to external auditors.
- A background of managing a payroll function and knowledge of HMRC requirements for payroll.
- A background of managing HR function and an awareness of employment legislation and ensuring compliance.
- A background of leading and managing staff.

Knowledge, skills and abilities

- Excellent project management skills with the ability to plan and manage multiple tasks at once.
- Ability to develop positive and constructive working relationships with a range of internal and external stakeholders to ensure best use of StreetGames resources and the maximising of opportunities.
- The ability to deal appropriately with a range of complex challenges and a variety of personnel, organisational and external partner issues, including conflict resolution.
- Excellent verbal and written communication skills, with the ability to communicate at different levels within the organisation.
- Excellent organisational skills for operational planning, team management and work programming.

ESSENTIAL SKILLS AND KNOWLEDGE (CONT.)

- Excellent IT skills in Microsoft Office, SAGE accounts, SAGE payroll and SAGE accounts production.
- Able to prioritise and manage a varied and demanding workload and achieve deadlines.
- Self-starting and able to both work using own initiative and as part of a team.
- Possesses positive attitude to the further development of skills and is willing to undertake training and develop training for others as required.
- Good analytical skills and attention to detail.
- Strong problem-solving skills with the ability to apply these to a wide variety of contexts.
- Well organised with the ability to deal with conflicting and competing priorities.
- Flexible and adaptable to a fast-changing environment.
- Strong personal belief in the ethics and ethos of the organisation.

Additional Requirements

The post holder must be able to travel and have use of a vehicle for work purposes. They may also be expected to stay away for work purposes from time to time (to be negotiated with line manager). Enhanced Disclosure and Barring check may be require.

Benefits

- Hybrid working
- Great work-life balance
- Access to free counselling and support services
- Enhanced family friendly benefits
- Company socials
- Eye care allowance
- Cycle scheme
- Pension scheme of up to 8% employer contributions
- 25 days annual leave plus bank holidays
- 2 Volunteering days per year



THE LEVEL= PROCESS

StreetGames are delighted to partner with level=, a consciously inclusive talent acquisition solution, to ensure fairness within the recruitment process by creating a level playing field for all to be treated as 'level equals'.

The level= hiring process is robust, researched and reliable, meaning your job search will be supported in an inclusive and fair way. This uses a different approach than the traditional application methods – this is because traditional processes (like standard CV screening) can lead to biased decisions. The level= process helps to eliminate bias from the application process. Find out how to apply to see how this works...



Attract



Apply



Assess



Interview



Hire/Reject



Aftercare

HOW TO APPLY

Getting started

You'll be asked for your contact details and provided with a unique application link by email that you can use to access your application at any time.

Tell us about yourself

You'll begin the application by giving us some information about yourself including your name, contact number and any other information that may be part of the criteria for the role. You'll also be asked to complete an anonymous Equal Opportunities questionnaire, including gender identity, age, ethnicity, disability status and socioeconomic status. This helps to assist organisations in learning how to attract and hire the best and most diverse candidates. It also helps to ensure hiring is as fair as possible.

These questions are asked upfront so that organisations can analyse whether there are stages in the application process where candidates of particular groups are likely to drop out, and therefore assist in improving the process for all. These questions are designed to help organisations learn about multiple dimensions of diversity on an aggregated and anonymised basis, (so the data isn't identifiable to you as a candidate), but you do have the option to skip these questions if you'd prefer.

Work sample tasks

You will then be asked to complete work sample questions, instead of subjecting your CV to screening.

Evidence shows that CVs are a poor indicator of performance and allow bias to affect choices when it comes to reviewing applications. These questions ensure that your application isn't subject to bias in the review process, and looks to assess whether you'd be a good fit at the organisation to which you are applying. Your answers are reviewed and assessed by a diverse panel using a defined review guide focusing on skills that are important to the job.

Work samples are job-specific questions that test candidates on the skills needed to succeed in the role and are reflective of what the job actually entails.

Four methods are used to systematically remove bias from reviewing process:

- 1. anonymisation** – removing all personally identifiable information from an application.
- 2. chunking** – cutting each application into chunks and then comparing them across candidates, rather than reviewing an entire application in one go.
- 3. randomisation** – jumbling up the order in which chunks are evaluated so that order effects are averaged out
- 4. wisdom of the crowd** – getting more than one person to review each chunk helps to average out subjectivity for a more accurate assessment of merit

HOW TO APPLY

Structured interview

Once your application is submitted, the hiring team will review and inform you via email whether you have been successful in progressing to the next stage. If you are successful, you'll attend a structured interview, where the hiring manager will recreate workplace scenarios and forward-looking questions focused on potential. A structured interview means that all candidates are asked the same questions, in the same order. This makes interviews more uniform and allows employers to objectively compare candidates, enabling hiring managers to identify who meets the criteria and who doesn't.

Candidate feedback

Throughout the process, you'll be provided with automated, personal feedback, which shows how you performed on each of the skills you were tested on. Even if you don't get the job, it helps to highlight skills that you may need to develop, and can help you to determine the type(s) of roles that might not be the right fit for you. If you are successful in securing the role, level= will be in touch with a formal offer, and to answer any questions you may have. Whether you are successful or not, you will have the opportunity to provide feedback on your experience, so that we can assist with any further questions you may have, and help level= improve their service.

What happens next?

If you would like to apply for the role, please follow the link provided to you by the level= team, or visit [levelequals.com](https://www.levelequals.com).

If you have any questions, please feel free to contact level= using the details on the next page. To arrange an informal chat with Mark Lawrie, CEO, please contact support@streetgames.org

If you require any accommodations for the interview process that you would like us to be aware of, please also let us know.

Closing date for applications: Friday 13th September 2024 at midday.

Closing date for work sample submission: Sunday 15th September 2024 at midnight.

Preparatory Virtual Session for shortlisted candidates: Tuesday 24th September 2024

First Stage in-person interview: Wednesday 2nd October 2024 (in Manchester)

Second Stage interview: TBC

Contact us?

E: hello@levelequals.com

T: 020 8159 8656

W: www.levelequals.com

APPLY NOW





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