

Job Description: Sport Consultant

Division: Sport
Reports to: Manager of Provincial Sport Development
Location: Saskatoon or Regina

Job Purpose

The primary function of the Sport Consultant is to be responsible for sport development and organizational development assessment and guidance to assigned Provincial Sport Governing Bodies (PSGBs) and effectively communicate available programs and services that will assist in their ongoing development.

Primary Duties and Responsibilities

1. Funding Consulting

- Assess and evaluate funding applications and follow-ups of assigned sports.
- Meet as necessary with representatives (i.e. Executive Director or Board members) of assigned sports to review/discuss funding applications, follow-ups and related submission materials.
- Prepare a “Summary Report” for the Sport Funding Committee related to the review of a PSGBs Annual Funding (AF) and Membership Assistance Program (MAP) submission.
- Assist in the implementation of changes to the Annual Funding program identified through the AF assessment process (related to data reporting and collection – new information required and/or elimination of unnecessary information).
- Have a general understanding of grant guidelines and requirements for categorical funding programs (Parasport, Hosting, High Performance Coach Capacity, Officials Development, etc.).
- Work cooperatively with the Trust Division to address and facilitate resolutions to General Trust Eligibility and Sport Eligibility concerns.

2. Liaison Relationships

- Liaise as needed with Boards of assigned sports. Example: Attendance at sport-specific AGM and/or regularly-scheduled Board meetings as required.
- Orientation of new staff and key volunteers to programs and services.
- Gain an understanding of the respective PSGBs and their strengths and successes or issues and challenges they face, and be able to communicate this as necessary at committee meetings.

3. Organizational Development Consulting

- Have a strong understanding of Sask Sport and Administration Center support services and facilitate connections to support services as required.
- Have an understanding of the Non Profit Act requirements and filing of documents.

- Have an understanding of governance models and Board Governance best practices.
- Sport consulting related to helping PSGBs align with sport development priorities of Sask Sport and the respective National Sport Organization.
- Refer tools and resources that assist with organizational development.
 - Promote educational opportunities available to volunteers and staff.
 - Provide or direct organizations to Human Resource consultation services such as job advertisement, interview procedures, and selection best practices, utilization of Sask Sport Inc. payroll services, establishment of salary and benefits grids, terms of employment and personnel policies and procedures that are congruent with labour laws.
 - Provide or direct organizations basic best practices for financial management – signing of cheques, budgeting and monthly statements, audit preparation, promotion of Administration Center accounting services, etc.
 - Review the planning process the sport organization uses and suggest ideas that will enhance the plans to be more effective and efficient, if required.

Secondary Duties and Responsibilities

Sport Consultants will be assigned additional areas of responsibility, based on their individual skill set, within the Sport Division and will be expected to provide leadership and direction to these specific areas.

Knowledge, Skills, and Abilities

- Demonstrated knowledge and experience in the Provincial sport delivery system:
 - Principles of Long Term Athlete Development (LTAD)
 - Familiarity with the National Coaching Certification Program for Coaches
 - Familiarity with Officials' certification components
 - Sport development planning, organizational development, evaluation and consulting
 - Familiarity with funding programs.
- Demonstrated skills in the following areas:
 - Clear communication - verbal and written
 - Sound administration and time management
 - Problem solving
 - Computer programs and databases
- Demonstrated abilities in the following areas:
 - Work collaboratively with individuals and in team settings
 - Develop and maintain positive relationships internally and externally
 - Work independently and take initiative
 - Work effectively with volunteer boards and committees
 - Multi-tasking

Qualifications and Experience

- Post-secondary degree or diploma in Sport Administration or a relevant discipline, or a strong combination of relevant training and experience.
- Knowledge and experience in organizational development issues (governance, policy development, planning, financial management, etc.)
- Minimum of three years experience working in sport management or a related field associated with non-profit organizations.
- Experience with computer software and data collection.

Working Conditions

- Full time, permanent (37.5 hours per week)
- Some evening and weekend work will be required.
- Travel will be required - a vehicle and valid driver's license is required.

How to Apply

Qualified applicants should send a letter of application outlining your experience and how it will assist you in this position, and a resume to:

Email (preferred): humanresources@sasksport.sk.ca (please reference position in subject line)

Or

Human Resources
Re: Sport Consultant
Sask Sport Inc.
1870 Lorne St.
Regina, SK S4P 2L7

Deadline to receive applications is Monday August 7, 2017.

Only those selected for an interview will be contacted. Thank-you for your interest in Sask Sport.