

Max Associates: Consultant – Job specification



Consultant

Company and Job Overview

Max Associates is a small consultancy which has been operating for over 20 years that works in the local authority sports, leisure, physical activity, and cultural sector. Our clients are predominantly local authorities, and not for profit organisations which manage sports and leisure centres on behalf of local authorities. We work closely with other sector organisations, including Sport England, national governing bodies, and local community organisations in delivering our work. We are on the Sport England Active Environment Framework of approved suppliers for Lot A - Strategic Outcomes Planning and Leisure Services Delivery and Lot B - Assessment of Need.

Our key projects include:

- Leisure, physical activity, and wellbeing strategies
- Sport England Strategic Outcomes Planning Models
- Leisure needs assessments (built facilities)
- Feasibilities and appraisals for sports and leisure facilities
- Alternative Delivery Model appraisals
- Support for councils in procuring new operators to manage sports and leisure centres
- Contract Monitoring and performance reviews
- Service / business plan reviews

See further information at www.max-associates.com.

The role

The role is to join the small team of consultants (and associate consultants) to support and deliver the range of key projects identified above. Our consultants are supported by a Research Analyst, Business Development and Administrative support.

The role is home based, and you will be employed by Max Associates (Holdings) Ltd.

Project delivery work will include:

- Developing Sport England compliant SOPM / ANOG reports and strategies
- Leisure procurement processes
- Assessing alternative delivery models
- Interpreting insight research and identifying investment opportunities
- Business planning
- Working with architects and development partners to produce leisure centre design and layout options
- Support for tender submissions

The role requires you to be able to:

- Project manage complex work streams and manage internal resources, clients and other stakeholders, (for example SE, NGBs.)
- Collate and analyse evidence, with the ability to effectively write up the analysis and findings from;

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- Council strategy documents relevant to projects
- Demographic analysis of council areas
- Use Sport England tools to assess the local physical activity participation rates and health profile data
- Known-user profiles
- Competition analysis utilising Google and other search engines to assess level of sports and physical activity opportunities within a catchment area
- Organise extensive stakeholder and community research (the actual consultation will be delivered by our partners), analyse findings, and include within reports
- Manage day to day relationship with clients
- Manage suppliers to deliver areas of expertise within project timeframes
- Confidently present reports and findings to all level of local authority and elected member groups (virtual and face to face).
- Support Directors in managing local authority competitive procurement process
- Support Directors in transferring services in-house or into local authority trading companies

Hours

Negotiable between 4-5 days a week – flexible hours.

Travel

Some travel will be required as part of the role (project dependent). Full UK driving licence required.

Person specification

Prior experience

- Management experience in local authority / operator / private sports, fitness, physical activity sector.
- Experience of project managing complex streams of work.
- Experience of undertaking comparable or similar projects, interpreting, and analysing data and drawing conclusions.
- Experience of summarising information and writing reports/strategies.
- Experience of presenting information at senior management team level.

Knowledge and understanding

- An understanding of central and local government and of public policy issues
- Knowledge of the issues facing the public leisure and culture sectors
- Knowledge of research and engagement methods.

Qualifications

- Educated to degree level.

Skills

The skills we look for in our consultants include:

- Management of client interface
- Strike a rapport with people

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- Thoughtful / effective writer (emails / documents)
- Analytical
- Craft feasible and effective solutions
- Effective presenter
- Project management skills
- Knows detail really matters / ensures quality
- Can influence
- Credible (when presenting reports etc to clients)
- Can negotiate
- Using own initiative
- Good working knowledge of Microsoft Word, Excel and PowerPoint
- Good written English
- Ability to work at home under own management to meet required deadlines
- The ability to deliver work from start to finish
- Respect other individuals; listens and takes into account different opinions, feelings and motivations; is trustworthy and acts with integrity; responds and acts constructively towards others
- A willingness to learn and develop their professional and personal skills.

Desirable

- Financial business planning experience (income and expenditure projections) within leisure/culture sector
- Understanding of financial performance within the leisure/culture sector and ability to undertake financial performance reviews of leisure centres
- Marketing experience
- Use of Canva / other infographic packages

Salary Negotiable

For an informal discussion, please contact:

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