

## JOB DESCRIPTION

<b>Post Title:</b> Sports Development Officer		<b>Director/Service/Sector</b> HR Sports Development		<b>Office Use</b> <b>JE ref: 3820</b> <b>HRMS ref:</b>
<b>Grade: 5</b>		<b>Workplace: TBC</b>		
<b>Responsible to:</b> Sports Development Manager		<b>Date: March 2021</b>	<b>Manager Lever:</b>	
<b>Job Purpose:</b> To develop and deliver a comprehensive programme of community sports opportunities in Northumberland specifically targeting hard to reach groups.				
<b>Resources</b>		Staff	Small team of coaches, leaders and volunteers	
		Finance	Budget monitoring up to £100,000 including cash handling.	
		Physical	Responsible for safe environment for participants. Risk Assessment of facilities and GDPR appliance	
		Clients	Adults, children, schools, Community Clubs/ Organisations	
<b>Duties and key result areas:</b>				
<b>Enabling and support-</b>				
<div>1. Consult with local people, clubs, parish and town councils and community organisations groups on an ongoing basis to establish their needs and aspirations.</div> <div>2. To identify barriers faced by people in accessing outdoor sport and introduce solutions to those barriers.</div> <div>3. To support funding applications to sustain and develop community sport and physical activity</div> <div>4. To support organisations in safe governance for sport and create development plans.</div> <div>5. To identify, work with and advise key partners to support the development of opportunities for community sport in line with NCC Corporate Plan and Sports Development Strategies</div>				
<b>Direct Delivery</b>				
<div>6. Design, develop, deliver and oversee a needs led activity programme.</div> <div>7. To ensure all facilities and sessions are suitably risk assessed and safe for participants and staff.</div> <div>8. To carry out first aid if required.</div> <div>9. To ensure that Child Protection and Health and Safety policies are implemented and adhered to.</div> <div>10. To assign, manage and mentor staff on delivery programme.</div> <div>11. Oversee enrolment of participants onto programmes delivered through this team ensuring the session can safely accommodate the participant and where necessary adapt staff ratios or adapt session plan.</div> <div>12. Ensure data collection applies with GDPR</div> <div>13. To develop links with Northumberland Schools and support school delivery subject to funding.</div>				
<b>Administration</b>				
<div>14. To monitor and plan budget for programme, process timesheets and ensure robust cash handling procedures are adhered to.</div> <div>15. To market, promote and publicise activities and promote 'Good News' stories</div> <div>16. To collect qualitative and quantitative data on project to report to NCC and other stakeholders and funding organisations.</div> <div>17. To identify and support pathways for people to progress to their chosen level of participation.</div> <div>18. To complete administrative duties as required.</div>				
The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.				
<b>Work Arrangements</b>				
Transport requirements:		Travel to work sites, area offices. meetings and other venue as required.		

Working patterns:	Some evening and weekend work will be required
Working conditions:	Mainly indoor with occasional outdoor working

## PERSON SPECIFICATION

Post Title: Sports Development Officer		Director/Service/Sector: HR		Ref:3820
Essential		Desirable		Assess by
Knowledge and Qualifications				
<ul style="list-style-type: none"><li>• Relevant degree in Sports Development</li><li>• Experience of working with community groups to develop activities</li><li>• Level 2 coaching qualification</li><li>• First Aid Qualification</li><li>• Safeguarding and Child Protection Certificate</li></ul>		Range of Level 1 and level 2 coaching qualifications.		
Experience				
<ul style="list-style-type: none"><li>• Experience of coaching range of sports to children and adults</li><li>• Experience of working with public and voluntary organisations</li><li>• Understanding of barriers faced by people in accessing outdoor sport and physical activity.</li><li>• Experience of child protection and safeguarding policies and procedures to ensure the safe welfare of all participants and staff</li><li>• Experience of staff management in terms of work programme planning and supervision of delivery</li><li>• Experience of budget planning and monitoring.</li></ul>		Working with public and voluntary organisations. Marketing of programmes Writing funding applications		
Skills and competencies				
<ul style="list-style-type: none"><li>• Passion for working in community sport</li><li>• Ability to adapt sessions / programmes to accommodate range of needs</li><li>• Strong communication, interpersonal and organisational skills</li><li>• Ability to plan activity programmes over the medium-term.</li><li>• Ability to work unsupervised</li><li>• Ability to prioritise and meet agreed targets</li><li>• Ability to act as a mentor to staff</li><li>• Good IT skills for emails, documents, financial spreadsheets.</li><li>• Ability to collect and process data</li><li>• Commitment to CDP</li></ul>		Report writing		
Physical, mental and emotional demands				
<ul style="list-style-type: none"><li>• Ability to work with disabled people and deal with any behavioural issues in a safe and sensitive manner.</li><li>• Ability to remain calm in challenging and difficult situations that may arise involving participants or when dealing with parents/carers.</li><li>• Lengthy periods of concentration required on a daily basis.</li></ul>				
Other				

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits