**Job Profile comprising Job Description and Person Specification**

**Job Description**

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| **Job Title:** Sports Development Officer | **Grade**: SO1/SO2 |
| **Section:**  Culture/Sports | **Directorate:**  ECS – Contracts & Leisure |
| **Responsible to following manager:**  Sports Development & Partnership Manager | **Responsible for following staff:**  RISE Sports Buddies |
| **Post Number/s:**  RWE4043, RWE4044A | **Last review date:** March 2016  (Jan 2025 – Reformatted & structure chart updated) |

**Working for the Richmond & Wandsworth Better Service Partnership**

This role is employed under the Richmond & Wandsworth Better Service Partnership. The overall purpose of Richmond & Wandsworth is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

Richmond & Wandsworth Better Service Partnership aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

**Job Purpose**

This post will lead in the development, co-ordination and implementation of sports development initiatives. The aim will be to provide opportunities for participation in sport and physical activity for all sections of the community. The post will support the Sports Development & Partnership Manager in the efficient and effective delivery of the Sports Development Service.

**Specific Duties and Responsibilities**

* To undertake appropriate research and customer consultation in relation to the sporting needs of Borough residents and that this is in line with corporate policies and plans.
* To identify appropriate partners both internally and externally in order to enable delivery of a comprehensive sports development programme. In addition, to support partners through the provision of advice and guidance.
* To identify the availability of existing facilities and develop the use of additional facilities for the delivery of the sports development programme.
* To be responsible for the recruitment, employment and development of staff and volunteers to deliver the sports development programme.
* To lead on the management of sports development programmes to ensure they are being delivered in accordance with all appropriate policies and procedures.
* To take a lead on identifying appropriate funding agencies and making applications for funding to assist in the expansion of the sports development programme. In addition, to lead on managing and monitoring the finances in order to report back to funding agencies.
* To be responsible for keeping accurate records of sports development programmes and ensure that all necessary monitoring and evaluation is completed efficiently.

**LINKED GRADE**

**To be appointed at SO1 the postholder will need to demonstrate the following:**

* An understanding of sports development and the ability to develop programmes to meet the needs of Borough residents.
* To manage existing coaches and volunteers to deliver the sports development programme.
* To support the Sports Development & Partnership Manager in applications for funding from external agencies.

**In order to move to SO2 the postholder will need to demonstrate the following:**

* An ability to instigate research and consultation on the basis of a deeper understanding of sports development to enable a higher quality delivery of programmes focused on customer needs.
* To identify, recruit and support the development of new coaches and volunteers to deliver any extension to the sports development programme.
* To lead on funding applications and the delivery of sports development programmes with successful bids.
* The ability to work independently and take appropriate decisions in the absence of or with the confidence of the Sports Development & Partnership Manager.

**Generic Duties and Responsibilities**

* To contribute to the continuous improvement of the services of Richmond & Wandsworth Better Service Partnerships.

* To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.

* To adhere to security controls and requirements as mandated by Richmond and Wandsworth procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems

* To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.

* To understand both Councils’ duties and responsibilities for safeguarding children, young people and adults as they apply to the roles within the Councils.
* The profile is not intended to be an exhaustive list of the duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.

**Additional Information**

The Sport & Fitness Service sits within the Contracts & Leisure Department. Its primary objective is to develop opportunities and provision for participation in sport and physical activity for all sections of the community. The Richmond team is responsible for the management of 4 dual-use Sports and Fitness Centres, Teddington Pools & Fitness Centre and Pools on the Park in Richmond, as well as a centrally based Sports Development Team.

The Council is continually reviewing it structures and ways of working in order to provide the best services possible for residents, in the most efficient way. As a result the key tasks in any job may be varied and the post holder will be expected to take on such variations consistent with the level of responsibility of the post.

The postholder will need flexibility to work unsocial hours.

The service is firmly committed to creating a safe and enjoyable environment for all young people, children and vulnerable adults. Our safeguarding responsibilities include safe recruitment practices which include the vetting of all individuals who work with these groups. Background checks including checks with the Disclosure and Barring Services (DBS) will be carried out in accordance with DBS guidelines.

**Team structure**

**Person Specification**

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| --- | --- |
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**Our Values**

**THINK BIGGER**

**EMBRACE DIFFERENCE**

**CONNECT BETTER**

**LEAD BY EXAMPLE**

**PUT PEOPLE FIRST**

Our Values are embedded across Richmond & Wandsworth Better Service Partnership and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](https://www.richmond.gov.uk/media/afdbdeao/five_values.pdf) as they are an integral part of our recruitment and selection process.

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| **Person Specification Requirements** | | | **Assessed by**  **A/I/T/C**  **(see below for explanation)** |
| **Knowledge & Experience** | **Essential** | **Desirable** | **Assessed** |
| Experience of managing budgets. | **X** |  | **A/I** |
| Experience of managing staff and volunteers on a regular basis. | **X** |  | **A/I** |
| Experience of effectively organising and managing own workload under minimal supervision. | **X** |  | **A/I** |
| Experience of effectively managing and delivering projects. | **X** |  | **A/I** |
| **Skills** | **Essential** | **Desirable** | **Assessed** |
| Ability to demonstrate an understanding of why Diversity & Equality is important in employment and service delivery. | **X** |  | **A/I** |
| Ability to demonstrate an understanding of why customer care is important in employment and service delivery. | **X** |  | **A/I** |
| Ability to prioritise and structure tasks. | **X** |  | **I** |
| Ability to work independently and as part of the Sports Development Team. | **X** |  | **I** |
| Excellent organisational skills. | **X** |  | **I** |
| Strong communication skills, both written and verbal, with a wide range of individuals and organisations, both internal and external. | **X** |  | **A/I** |
| Ability to work unsocial hours to support the work of the Sports Development Team. | **X** |  | **I** |
| **Qualifications** | **Essential** | **Desirable** | **Assessed** |
| Relevant qualifications related to the use of Microsoft Office software, including Word, Excel, Outlook and other relevant IT packages. | **X** |  | **A** |

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**