**Job Profile**

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| **Provisional Job Title:** Sports Development Officer | **Grade**: SO1/SO2 |
| **Section:**  Culture/Sports | **Directorate:**  Contracts & Leisure |
| **Responsible to:**  Sports Development & Partnership Manager | **Responsible for:**   * Assistant Sports Development Officer (Inclusion) * RISE Sports Buddies |
| **Post Number/s:** | **Date:** March 2016 |

**Working for the Richmond/ Wandsworth Shared Staffing Arrangement**

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Borough Councils. The overall purpose of the Shared Staffing Arrangement 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.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in your development 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 Borough’s of Wandsworth and Richmond services.
* To comply with relevant Codes of Practice, including the Code of Conduct, and policies concerning data protection and health and safety.
* To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and work 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 the both Council’s duties and responsibilities for safeguarding children, young people and adults as they apply to your role within the council.
* The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

**Additional Information**

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 be need Flexibility to work unsociable 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.

**Current team structure**

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**Our Values and Behaviours**

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

**Being open -** This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

**Being supportive -** This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

**Being positive -** Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a ‘can do’ attitude and are continuously looking for ways to help each other improve.  
  
**Post Specific Values & Behaviours**

* I make decisions rather than referring them up the line.
* I treat customers the way they would want to be treated.
* I do what I say I will do, when I’ve promised to do it, or let people know why not.
* I organise my own work around my customers, not vice versa.
* I try out new approaches and change the way I do things.
* I encourage and act on feedback from customers.

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| **Requirements** | **Assessed by A &**  **I/ T/ C** |
| **Knowledge & Experience** | |
| Experience of managing budgets. | A/I |
| Experience of managing staff and volunteers on a regular basis. | A/I |
| Experience of effectively organising and managing own workload under minimal supervision. | A/I |
| Experience of effectively managing and delivering projects. | A/I |

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| **Skills** | |
| Ability to demonstrate an understanding of why Diversity & Equality is important in employment and service delivery. | A/I |
| Ability to demonstrate an understanding of why customer care is important in employment and service delivery. | A/I |
| Ability to prioritise and structure tasks. | I |
| Ability to work independently and as part of the Sports Development Team. | I |
| Excellent organisational skills. | I |
| Strong communication skills, both written and verbal, with a wide range of individuals and organisations, both internal and external. | A/I |
| Ability to work unsocial hours to support the work of the Sports Development Team. | I |
| **Qualifications** | |
| Relevant qualifications related to the use of Microsoft Office software, including Word, Excel, Outlook and other relevant IT packages. | A |