



Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Leisure, Sport & Physical Activity Officer	Grade: PO1
Section: Leisure & Culture	Directorate: Environment and Community Services
Responsible to following manager: Sports Development & Partnerships Manager	Responsible for following staff: N/A
Post Number/s:	Last review date: Sept 2025

Working for the Richmond & Wandsworth Better Service Partnership

We're Richmond & Wandsworth Better Service Partnership, the shared public service team for Richmond and Wandsworth Councils. Like any local authority, our role is to deliver the agenda of our elected members on behalf of the people who live and work in our part of the world. We deliver key services to our communities including social care, public health, children's services, housing and regeneration and environmental and community services.

Our joint workforce creates efficiency and resilience by bringing more creativity to the way we work, more objectivity and adaptability too, helping us deliver better services for all our residents.

We're here to help our communities thrive in a changing world, and to be there for the people who need us most we believe we need to keep adapting. That's why, at Richmond & Wandsworth Better Service Partnership, you'll be at the forefront of innovation in local government, and we'll invest in you and offer you opportunities to grow in a way only our unique organisation can.



Job Purpose

Following the adoption of the new leisure strategies, the post holder will support the strategic development and delivery of Leisure, Sport and Physical Activity, working collaboratively with a range of stakeholders to enhance the provision of sport and leisure activities for residents of all ages and abilities.

The primary objective of the role will be to engage and collaborate across the boroughs, leading on the co-ordination and delivery of the annual Leisure Strategy Action Plan, with the ultimate objective of helping more local residents become more active, more often for the benefit of their health and wellbeing.

The post holder will maintain focus on quality and excellence in the support of project and programme management and be a source of organisational expertise to build capacity and support service transformation, process improvement, business change management, facilitation, and design techniques across the organisation.

This post holder will have a role in all aspects of project process, assurance, and reporting. The post holder may also contribute to project management of some of the highest priority projects

Specific Duties and Responsibilities

1. To be responsible for the delivery of the annual Leisure, Sport and Physical Activity Strategy Action plan
2. To ensure that key deliverables such as the Community Sports and Physical Activity Network and the Women and Girls Working Group are established and working effectively, servicing these as necessary.
3. To work closely with partners to co-design programmes such as the volunteer 'buddy scheme' to remove barriers and ensure that more people can experience the benefits of physical activity.
4. To work creatively and with a high level of autonomy to maximise the opportunities and impact of partnership working, seeking innovative solutions and bringing the strategy to life with demonstrable results in terms of resident participation and activity levels
5. Liaising with Sport England, National Governing Bodies and local organisations to secure development and funding opportunities to maximise strategy delivery and impact
6. Connect with important organisations such as London Youth Games to ensure Team Wandsworth's entry.
7. Contribute to the many aspects of operational management and strategic direction of the service including the implementation, monitoring and review of the Leisure, Sport &



Physical Activity Strategy, Playing Pitch Strategy and associated projects, often juggling priorities to ensure maximum impact.

8. To support the delivery of the relevant strategic and service objectives set out in the annual service plan and supporting effective resource management within the team.
9. The post holder will lead on developing and ensuring the delivery of a programme of Sport & Leisure initiatives and demonstrate an ability to work in an agile way to meet deadlines and evolving priorities.
10. Supporting the delivery of capital projects inputting insight, information and monitoring data where appropriate.
11. Supporting the relationship with schools, including strengthening arrangements and opportunities through joint use agreements of leisure facilities.
12. Liaising with the Communications team to promote the work of the service.
13. Leading on the planning, commissioning, procurement and delivery of Sport & Leisure projects and programmes.
14. Use professional judgement and expertise to independently interpret and analyse complex research, guidelines, policies and procedures and formulate interventions according to evidence-based practice.
15. Working in partnership with colleagues across the Council and external agencies to maximise sport, leisure and physical opportunities with a strong focus on reducing health inequalities and increasing physical activity levels in those who are inactive.
16. Management of specified budgets relating to lead areas.
17. Supporting the continued development of the Service.

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, handling complaints 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,

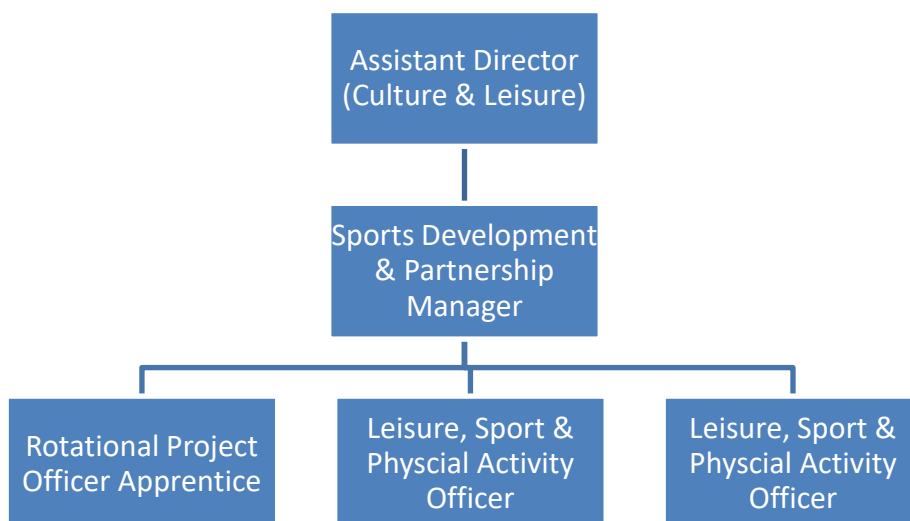
supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.

- 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 role is a flexible one and individuals can expect to work varied and unsociable hours, including evenings / weekends, and during school holiday periods.

Team structure



Person Specification

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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](#) as they are an integral part of our recruitment and selection process.

Person Specification Requirements			Assessed by A/I/T/C (see below for explanation)
Knowledge	Essential	Desirable	Assessed
Thorough and up-to-date knowledge of developments and trends in either health, voluntary sector partnerships, or sports and leisure and undertake research to support continuous improvement	x		A/I
Comprehensive understanding of the principles of behaviour change; an ability to adapt delivery to suit different groups	x		A/I

Experience	Essential	Desirable	Assessed
Experience of co-design and partnership delivery, translating strategic priorities into deliverable projects and programmes	x		A/I
Experience of successfully delivering impactful, cost effective, complex projects	x		A/I
Experience of working in a political environment with direct contact with members	x		A/I
Experience of engagement across a diverse system with partners and residents to gain support and insight to enhance delivery of outcomes		x	A/I
Experience of tracking and evaluating programme delivery and supporting the establishment of systems to measure impact	x		A/I
Skills	Essential	Desirable	Assessed
Excellent reporting writing and communication skills.	x		A/I
Ability to quickly build productive relationships with a wide range of stakeholders	x		A/I
Ability to communicate in an engaging way, verbally in written form to translate complex ideas and gain support for delivery	x		A/I
Ability to convene groups of people in order to undertake ideation and joint problem solving			A/I
Ability to contribute and work as part of a high performing team.	x		A/I
Ability to work outside of normal office hours as and when required		x	A/I
Qualifications	Essential	Desirable	Assessed
Relevant professional qualification or equivalent levels of experience		x	A/I/T

A – Application form / CV

I – Interview

T – Test

C - Certificate