



Department:	Public Health
Job Title:	Sports Development Officer (Generic)
Grade:	10
Post Number:	PH0170
Service/Section:	Leicester-Shire & Rutland Sport
Base/Location:	SportPark at Loughborough University
Responsible To:	Sports Development Manager(s)
Responsible For:	<i>Managing and supporting on programmes and initiatives linked to the Ambition and Foundation Areas of the LRS Physical Activity and Sport Strategy</i>
Key Relationships/ Liaison with:	LRS Core Team, Health, School, Local Authority, NGB Partners and other local delivery agencies.

Job Purpose
<p><i>Manage and support delivery and development of programmes and initiatives linked to the LRS Physical Activity and Sport Strategy.</i></p> <p><i>Examples of projects (although not a definitive list):</i></p> <ul style="list-style-type: none"> • <i>Developing a targeted approach to raise physical activity in low participating groups and settings</i> • <i>Developing referral pathways to enable entry into appropriate physical activity and sport opportunities</i> • <i>Developing and delivering relevant physical activity and sport campaigns to reduce inactivity and increase participation</i> • <i>Encouraging everyone to embed regular, informal physical activity and sport opportunities into their daily family lives</i> <p>To ensure that specific projects, programme, initiatives, areas are delivered on time and on budget.</p> <p>To support the identification of new partnership projects and opportunities as required by the LRS Director and as required move between the organisations core work areas and new areas that emerge.</p>

Main Duties and Responsibilities	
1	To work closely with key partners such as Local Authorities, Local Sport Alliances, NGB, Health and Education based partners across the sub region in order to reduce inactivity and increase physical activity and sport participation across the life course
2	To provide guidance and support to partners as above on the planning and implementation of a comprehensive physical activity and sport programmes/initiatives within their communities.
3	To develop and deliver physical activity programmes specifically targeting inactive people to support improving their physical and mental wellbeing and to build stronger communities.
4	To work closely with the LRS team to ensure that programmes and initiatives are effectively delivered and incorporated in local programmes in a joined up non silo approach.
5	To work closely with local partners (as above) to ensure comprehensive physical activity and sport programmes are developed and sustained in communities, target groups or settings recognised as having low levels of participation in physical activity and sport.
6	To work closely with partners (as above) to increase the number of people volunteering and championing physical activity and sport initiatives in their community / setting.
7	To work closely with partners to provide relevant training for participants, volunteers, communities and workforce to support them to promote, deliver, advocate and support physical activity and sport.
8	To identify resource and partnership opportunities and develop/support the submission of funding bids/income generation and partnership proposals.
9	To co-ordinate regular physical activity and sport shared practice events/seminars in order to enhance standards, the development of sport and physical activity programme initiatives across the sub region.
10	To support effective marketing and promotion campaign raise the profile of physical activity and sport.
11	To support and promote large local signature events connected with physical activity and sport in order to increase participation by local communities of all ages.
12	To raise the profile of the benefits of physical activity and sport per se with partners, community groups and organisations through providing relevant advice, information, evidence and data, attending meetings and delivering

	presentations etc.
13	To ensure that sport and physical activity developments align with recommendations highlighted in the LRS Physical Activity and Sport Strategy.
14	To ensure the development and delivery of initiatives are safe, fair and customer focused.

Any other duties commensurate with the nature and grading of the post, that may be assigned by the Sports Development Manager(s).

Special Factors

- Subject to the duration of the need, the special conditions given below apply:
- (a) The nature of the work may involve the postholder carrying out work outside of normal working hours.
 - (b) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
 - (c) Expenses will be paid in accordance with the Local Conditions of Service.
 - (d) This post is subject to a check being carried out at an Enhanced level by the Criminal Records Bureau regarding any previous criminal record.
 - (e) Subject to review, the post will attract a Casual user car allowance.

This job description sets out the duties and responsibilities of the job at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the job.

Leicestershire County Council is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

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	Essential	Desirable	How assessed
<p>Qualifications BTEC Higher/NVQ 4 or degree in a relevant area or substantial experience in the areas below and ongoing continuing professional development.</p> <p>Health and / or fitness qualifications (e.g. Exercise Referral, Walk Leaders)</p> <p>Behaviour Change Training</p>	<p>✓</p>	<p>✓</p> <p>✓</p>	<p>Doc/App</p> <p>Doc/App/ Int</p> <p>Doc/App/ Int</p>
<p>Experience Proven experience in the following areas:</p> <p>Sport, Physical Activity, Health and/or Community Development</p> <p>Successfully designing, delivering and managing large scale sport/physical activity/health / community projects/initiatives/programmes.</p> <p>Working in partnership with a broad range of organisations.</p> <p>Providing development support and advice to a range of partner organisations.</p> <p>Supporting and mentoring staff and volunteers.</p> <p>Working with non sport partners eg. health, , charities, police, youth service, young offenders.</p> <p>Demonstrating a proven track record of success.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		<p>App/Int</p> <p>App/Int/ Test/Pres</p> <p>App/Int/ Test/Pres</p> <p>App/Int</p> <p>App/Int</p> <p>App/Int</p> <p>App/Int</p>

<p><u>Knowledge</u></p> <p>Physical Activity, health and Sport (National, regional and local plans/policies).</p> <p>Physical Activity and Sport development processes and national direction.</p> <p>The structures and workings of Active Partnerships, Health, National Governing Bodies.</p> <p>Awareness and understanding of the wider agenda issues as they relate to physical activity and sport.</p> <p>Knowledge of good practice and guidance for health referral programmes (e.g. exercise referral)</p> <p>Knowledge and application of behaviour change techniques</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p></p> <p></p> <p></p>	<p></p> <p></p> <p></p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>App/Int/ Test/Pres</p> <p>App/Int</p> <p>Int</p> <p>App/Int</p> <p>App / Int</p> <p>App / Int</p>
<p><u>Skills and Competencies</u></p> <p>Proven ability to initiate and develop practices, analyse and use judgement to identify the best solution to a range of difference problems and issues.</p> <p>Sound working knowledge of Microsoft Office, ie. Word, Excel, Powerpoint, Outlook</p> <p>Has the ability to enthuse, motivate and enable others to achieve results.</p> <p>Can communicate effectively through the use of a range of written and oral skills</p> <p>Is able to influence and negotiate both internally and with external partners at local, regional and national level.</p> <p>Is able to provide a range of reports across all levels and is able to monitor and evaluate a variety of initiatives and projects.</p> <p>Has excellent organisational, planning and presentation skills.</p> <p>Has good inter-personal skills with the capability to communicate effectively with all stakeholders, including paid professional and volunteers</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p>	<p>Int</p> <p>App/Int</p> <p>Int</p> <p>Int/Test/P res</p> <p>Int/Test/P res</p> <p>Int/App</p> <p>Int/Test</p> <p>Int</p>

Is a strong team player with good inter-personal abilities.	✓		Int
<u>Attitude & Temperament</u>			
Demonstrates professionalism at all times.	✓		Int
Has the ability to work on own initiative.	✓		Int/App
<u>General Circumstances</u>			
Is able to travel around the County economically.	✓		Int/App
<u>Other Requirements</u>			
An understanding of, and commitment to Equal Opportunities, and the ability to apply this to all situations.	✓		App/Int
Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010	✓		Med

Key: App = Application Form Test = Test Int = Interview	Pre = Presentation Med = Medical Questionnaire Dc = Documentary Evidence (E.g., Certificates)
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