

Job Description

Job Title	Active Communities Manager- Derbyshire Dales Permanent F/T 37 hours/ week Up to SCP 132- £ 24,642
Responsible to	Area Manager and Regional Development Manager
Location	Matlock Leisure Centre & Mobile throughout Derbyshire Dales (DD)

Job Purpose

- With the support from the Group and Regional Development Manager, to manage the Active Communities Service, fulfilling Client outcomes and making DD more active.
- To shape and lead on the implementation of the active communities plan and active communities programmes, increasing participation.
- To attract a minimum of £15k per annum (£5k in first year only) in external funding to support the service
- To engage with the Council's Sport & Health team and Active Derbyshire to ensure joined up working and avoidance of duplication

Key relationships

Group & Regional AC Managers	Regional Badminton Officer
General Managers & Centre staff	Regional Aquatics Development Officer
Area Manager	DD Sport & Health Team
Active Derbyshire Team	Public Health
Local Voluntary & Community Groups	Educational Institutes
Sports Clubs & NGB's	Funders

Main Duties

- To agree, with the Area Manager and Group/Regional Development Manager and/or agreed partners, including the Council & Active Derbyshire annual objectives in line with the Client priority outcomes.
- To be responsible and accountable for implementing the Active Communities Development Plan for DD in line with Freedom Leisure's Framework and Client outcomes, along with stakeholder priorities- building a strong, integrated service which identifies and meets the cultural, recreational and sporting needs of the community.
- To prioritise partnership working, establishing and maintaining links with organisations, locally, regionally and nationally, with a view to keeping abreast of good practice across sport and community development and its related fields, disseminating information to colleagues when required.
- Ensure all pricing of programmes delivers value for money and accessibility for the user.
- Work with the regional teams across:
 - Development, in line with the group and regional frameworks
 - Marketing for promotion of programmes in line with global and regional plans
 - HR for recruitment of staff, volunteers, apprenticeships & placements

- To attend appropriate countywide partnerships and represent the Active Communities service/ Freedom Leisure on a range of community meetings and networks
- To develop integrated initiatives with the leisure teams to support with generating sustainable business across the leisure sites.
- To ensure that the highest level of customer service is maintained at all times, by all team members.
- To capture and record the outcomes and successes of the service as required by Freedom Leisure, The Client and External Funders, in line with reporting deadlines.
- To report to the Group quarterly and annually on performance within DD in line with the Active Communities Framework and local development plan.
- To carry out annual research, consultation month and evaluations to enable the greatest sustainability and impact across all programmes delivered.

Management

- Communicate effectively with your team on a timely basis ensuring robust systems exist so that staff feel informed and involved.
- To manage and supervise staff and service level agreements on a day to day basis, ensuring performance potential is optimised and all work is carried out to the high standards
- To have responsibility for risk management and health and safety in the workplace.
- To have responsibility for staff and volunteers for active communities in DD.
- To manage and oversee the marketing of the active communities service
- To be responsible for the financial management of the Active Communities Service.

General

- To fully participate in the performance review process and personal development planning.
- Undertake training as necessary in line with the development of the post and agreed with your line manager.
- Occasionally training or meetings are organised outside normal working hours. The post holder will be expected to attend whenever reasonably practicable.
- To achieve and demonstrate agreed standards of personal and professional development within agreed timescales.
- To undertake any other duties at the request of the line manager which are commensurate with the role, including project work, internal job rotation and absence cover.
- We believe that our community vision starts with our staff and permeates through all our business, so we recognise the need to always protect the image and reputation of Freedom Leisure. It is therefore a condition of employment that all our employees uphold our beliefs by positively promoting and representing Freedom Leisure.
- To contribute positively to the effectiveness and efficiency of the team.
- To follow all Freedom Leisure policies and procedures and ensure all staff or volunteers within the service follow by these too.

Person Specification



		Essential	Desirable
A	Qualifications		
	Education to degree level or equivalent	x	
	Qualification to National Governing Body level I		x
	Safeguarding & Child Protection, First Aid		x
B	Experience		
	At least 6 months experience within a sports development based role	x	
	Proven experience with leading on key sport development and community programmes.	x	
	Experience of programme management, within budgets and leading on service level agreements	x	
C	Knowledge, Skills, Competencies		
	An awareness of the roles of Sports Partnerships, National Governing Body initiatives, the voluntary sector and Local Authorities.	x	
	Good computer skills and understanding	x	
D	Personal Attributes		
	Well developed interpersonal skills	x	
	Team orientated approach, able to work across organisation boundaries and demonstrate interest and be supportive of the work of staff	x	
	To be able to work flexibly with a good level of autonomy, across a range of work areas at once	x	
	Mobility to travel across the District (s)	x	
	Excellent communication skills, able to think on your feet.	x	
	Excellent time management skills - able to deal with a number of priorities at once.	x	
	A self starter who inspires others with their passion and energy	x	