



<b>Department:</b>	<b>Public Health</b>
<b>Job Title:</b>	Assistant Sports Development Officer (Generic)
<b>Grade:</b>	8
<b>Post Number:</b>	PH0
<b>Service/Section:</b>	Leicester-Shire & Rutland Sport (LRS)
<b>Base/Location:</b>	SportPark at Loughborough University
<b>Responsible To:</b>	Sports Development Manager
<b>Responsible For:</b>	<i>Assisting Sports Development Officer's (Generic) in one or more of the following work areas.</i>
<b>Key Relationships/ Liaison with:</b>	LRS Core Team, Health, School, Local Authority, NGB Partners and other local delivery agencies.

<b>Job Purpose</b>	
<b>To co-ordinate in liaison with the SDO, the delivery of <u>one or more</u> activities:</b>	
<ul style="list-style-type: none"> <li>- Children and young people focused programmes and initiatives</li> <li>- Adult Physical Activity programmes and initiatives</li> <li>- New business and special projects specific to LRS core business/strategy 2017-2021 as specified by the LRS Sports Development Officers (Generic).</li> </ul>	
<b>To support the delivery of specific projects, programmes and initiative helping to ensure that they are delivered on time and on budget.</b>	
<b>Examples only – this is not a definitive list:</b> Active Schools, Early Years, Satellite Clubs, Physical Activity Intervention Programmes, School Sport Competition Programmes, Workplace Health.	
<b>To support Sports Development Officer's and Sport Development Manager's with the identification of new partnership projects and opportunities as required by the LRS (CSP) Director.</b>	

<b>Main Duties and Responsibilities</b>	
<b>1.</b>	Work with key partners such as Local Authorities, Local Sport & Physical Activity Alliances, NGB, Health & Education based partners across the sub region in order to increase sports participation and physical activity by adults, young people and families.

2.	Provide guidance and support to partners on the planning and implementation of comprehensive sport and physical activity programmes/initiatives within their communities.
3.	To assist the LRS team to ensure that programmes and initiatives are effectively delivered and are incorporated in local programmes in a joined up no silo approach.
4.	To assist the work of LRS and our local partners to ensure comprehensive sport and physical activity programmes are developed and sustained, in communities recognised as having low levels of participation in sport and physical activity.
5.	To assist the work of LRS and our partners to increase the number of adults volunteering in sport and physical activity initiatives in the community.
6.	To co-ordinate relevant training for participants and volunteer leaders.
7.	To effectively market and promote activities in order to raise the profile of sport and physical activity.
8.	To raise the profile of the benefits of sport and physical activity with partners, community groups, and organisations, through providing relevant advice, information, evidence and data, attending meetings and supporting presentations.
9.	To assist the work of LRS and our partners in delivering the Leicester-Shire & Rutland Sport & Physical Activity Strategy 2017-2021.
10	To deliver initiatives that are safe, fair and well led.
11	Any other duties commensurate with the nature and grading of the post, which may be assigned by the Sports Development Manager(s).
12	Responsible for protecting and managing information securely, and reporting breaches or suspected information security breaches, in line with Council policies.

### Special Factors

- The nature of the work may involve the jobholder carrying out work outside of normal working hours.
- 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.
- Expenses will be paid in accordance with the Local Conditions of Service.
- Subject to review the post will attract a casual user car allowances.
- This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006 before the coming into force of

section 64 of the Protection of Freedoms Act 2012 on 10<sup>th</sup> September 2012.  
Therefore a **DBS enhanced check (without a barred list check) is an essential requirement.**

**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.**

**Date Prepared/Revised: August 2018**

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	<b>Essential</b>	<b>Desirable</b>	<b>How assessed</b>
<p><b><u>Qualifications</u></b></p> <p>NVQ 3 Level qualification in a relevant area or equivalent level of experience in the areas below and ongoing continuing professional development.</p>	✓		Doc/App
<p><b><u>Experience</u></b></p> <p>Experience in the following areas:</p> <p>Sport, Physical Activity, Health and/or Community Development</p> <p>Successfully supporting large scale sport/physical activity/projects/initiatives and/or programmes.</p> <p>Working in partnership with a range of organisations.</p> <p>Providing support and advice to a range of partner organisations.</p> <p>Supporting and/or mentoring volunteers.</p> <p>Working with non sport partners, eg. Health, Police, Youth Service, Young Offenders etc.</p> <p>Demonstrating a proven track record of success/achievement.</p>	✓  ✓  ✓  ✓  ✓  ✓  ✓		App/Int  App/Int  App/Int  App/Int  App/Int  App/Int  App/Int
<p><b><u>Knowledge</u></b></p> <p>Sport and Physical Activity (National, Regional and Local Plans/Policies)</p> <p>Sport and Physical Activity development processes.</p>	✓  ✓		App/Int  App/Int

The structures and workings of County Sports Partnerships and other sporting national organisations.	✓		Int
Awareness of the wider agenda issues as they relate to sport and physical activity.		✓	Int
<b><u>Skills and Competencies</u></b>			
Ability to initiate and develop practices, analyse and use judgement to identify the best solution to a range of different problems and issues.	✓		Int
Sound working knowledge of Microsoft Office ie. Word, Excel, Powerpoint, Outlook.	✓		App/Int
Has the ability to enthuse, motivate and enable others to achieve results.	✓		Int
Can communicate effectively through the use of a range of written and oral skills.	✓		Pre
Is able to influence and negotiate both internally and with external partners at a local level.	✓		Int
Is able to write concise reports and updates.	✓		Int/test
Is able to support the SDOs with tasks linked to monitoring and evaluation across a variety of initiatives and projects.	✓		Int
Have good organisational, planning and presentation skills.	✓		Int
Have good interpersonal skills, with the capability to communicate effectively with all stakeholders, including paid professionals and volunteers.	✓		Int
Is a strong team player with good interpersonal abilities.	✓		Int
<b><u>Attitude &amp; Temperament</u></b>			
Demonstrates professionalism at all times.	✓		Int
Has the ability to work on own initiative.	✓		Int/App
<b><u>Other Requirements</u></b>			
An understanding of, and commitment to Equal Opportunities, and the ability to apply	✓		App/Int

<p>this to all situations.</p> <p>Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010</p> <p>Is able to travel around the County economically.</p>	<p>✓</p> <p>✓</p>		<p>Med</p> <p>Int/App</p>
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<p><b>Key:</b>  <b>App = Application Form</b>  <b>Test = Test</b>  <b>Int = Interview</b></p>	<p><b>Pre = Presentation</b>  <b>Med = Medical Questionnaire</b>  <b>Dc = Documentary Evidence (E.g., Certificates)</b></p>
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<p><b>Date Prepared/Revised:</b> August 2018</p>
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