

**Job Title :** Sports Development Assistant **–** Community Sport(volunteer placement opportunity)

**Service/Section :** Leicester-Shire and Rutland Sport

**Hours** : 37 hours per week – including some evenings and weekends.

**Duration** : Academic Year (i.e. September – July)

**Grade :** Voluntary (travel & work related expenses paid)

**Base/Location :** SportPark, Loughborough University

**Responsible To :** Sports Development Officer

**Liaison With :** Local Authority Officers, School Sport and Physical Activity Networks and other local delivery agencies.

**Job Purpose:**

* To support the planning and delivery of the following work areas:
  + Workplace Challenge on-line activity log
  + Workplace Challenge competition programme and Business Games
  + Go Gold talented athlete and coach programmes
  + Sports Volunteering programmes
  + Marketing and communications and general administration
* To support specific projects and programmes being delivered by Leicester-Shire and Rutland Sport operate on time and on budget, including contributing towards key targets/outputs.

**MAIN DUTIES AND RESPONSIBILITIES:**

1. Assist with the programme management of the LRS Go Gold Talented Athlete and Talented Coach scheme, including liaising with NGB Officers, administration support and organisation of celebration evenings.
2. Support the development of the Leicester-Shire and Rutland Workplace Challenge. This would include the New Year challenge and “September Shake Up”
3. Promote the Leicester-Shire and Rutland Workplace challenge to individuals and businesses, using different forms of media.
4. Support the organisation of Workplace Challenge competitions and the LRS annual Business Games
5. Be involved in the planning, and support the delivery of various national sport and physical activity campaigns, eg. This Girl Can, at a local level.
6. Use social media to provide real time coverage at LRS events and activities.
7. Produce promotional materials for various initiatives organised by Leicester-Shire and Rutland Sport.
8. Provide administrative support to the LRS Business Support Manager, including the production of databases, placing orders and analysing data.
9. Any other tasks appropriate with the nature of the post that may be assigned by the Sports Development Officer.

**Person Specification**



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|  | **Essential** | **Desirable** | **How Assessed** |
| **Experience (paid or voluntary):**  In one or more of the following areas:   * Sport * Physical Activity * Health * PE * Community Development   Able to demonstrate a commitment to the industry  Able to demonstrate where they have managed a small project in either a community or education setting | ✓  ✓  ✓ |  | App/Int  App/Int  App/Int |
| **Knowledge of:**  Policies in one or more of the following areas:   * Sport * Physical Activity * Health | ✓ |  | App/Int |
| **Skills in:**  Sound working knowledge of Microsoft office i.e. Word, Excel, PowerPoint, Outlook  Is enthusiastic, motivated and has the ability to work as part of a team or individually  Can communicate effectively through the use of a range of written and oral skills  Is able to provide reports and is able to Monitor and Evaluate a variety of initiatives and projects  Has excellent organisational, planning and presentation skills  Has good interpersonal skills, with the capability to communicate effectively with professional staff and volunteers  Familiar with and able to use a range of social media platforms | ✓  ✓  ✓  ✓  ✓  ✓  ✓ |  | Application  Interview  App/Int  App/Int  App/Int  Interview  App/Int |
| **Attitude and Temperament:**  Demonstrates professionalism at all times  Has the ability to work on own initiative  Is adaptable, flexible and able to contribute towards other areas of work as necessary  A commitment to undertaking continuing professional development opportunities | ✓  ✓  ✓  ✓ |  | App/Int  App/Int  Interview  App/Int |
| **Other**  To be able to travel around the county, access to and use of a car would be preferable. |  | ✓ | App/Int |
| Factors not already covered **Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Disability Discrimination Act 1995.** | | | |

App = Application Form

Int = Interview