

Department:	Public Health
Job Title:	Assistant Sports Development Officer (Generic)
Grade:	8
Post Number:	PH0
Service/Section:	Active Together (Previously known as Leicester-Shire & Rutland Sport)
Base/Location:	SportPark at Loughborough University
Responsible To:	Sports Development Manager / Sports Development Officer
Responsible For:	Assisting the Sports Development Officer / Manager in work areas linked to the Active Together Partnership Physical Activity Framework.
Key Relationships/ Liaison with:	Active Together Core Team, Health, Schools, Local Authority, Community Partners and other local delivery agencies.

Job Purpose
<p>Support the Sports Development Manager / Sports Development Officer with the delivery of programs and initiatives linked to the Active Together Partnership Physical Activity Framework. Support required will include coordination / administration of programmes / initiatives / events, marketing & communications, monitoring & evaluation and relationship management.</p> <p>Examples of projects (although not a definitive list):</p> <ul style="list-style-type: none"> • Universal and targeted programmes to raise physical activity in low participating groups and settings across the life-course. <ul style="list-style-type: none"> ○ e.g., Older People Programme (Steady Steps, Golden Games) Children & Young People Programmes (Schools Games & Team Leicestershire), Early Years Programmes (Fundamental Movement, Activity Cards) • Programmes to raise the awareness of health and wellbeing benefits of physical activity to professionals, settings and communities. <ul style="list-style-type: none"> ○ e.g., Annual Conference, Network Meetings, Programme Resource Development, Programme Specific Newsletters, CPD Training, Online Portals • Local and National Physical Activity Campaigns to reduce inactivity and increase participation. <ul style="list-style-type: none"> ○ e.g., Let's Get Moving, CMO Guidelines • Programmes to support access to physical activity facilities within communities. <ul style="list-style-type: none"> ○ e.g., Opening Schools Facilities, Blue & Green Social Prescribing,

Active Travel

- Encouraging people to **take responsibility** for embedding physical activity into their daily lives.
 - e.g., digital physical activity resources

To support the Sports Development Manager / Sports Development Officer to ensure that project, programmes and initiatives are delivered on time and on budget.

To support the Sports Development Manager / Sports Development Officer with the identification of new partnership projects and opportunities as required but the Active Together Director, and as require move between the organisations core work areas and new areas that emerge.

Main Duties and Responsibilities	
1.	Work with key partners such as Local Authorities, Local Sport & Physical Activity Alliances, NGB, Health, Community / Voluntary & Education based partners across Leicestershire, Leicester & Rutland in order to reduce inactivity and increase physical activity and sports participation across the life-course.
2.	Provide guidance and support to partners on the planning and implementation of comprehensive physical activity programmes/initiatives within their communities.
3.	To assist the Active Together team to ensure that programmes and initiatives are effectively delivered and are incorporated in local programmes in a joined up non silo approach.
4.	To assist the work of Active Together and our local partners to ensure comprehensive physical activity programmes are developed and sustained, in communities, target groups or settings recognised as having low levels of participation in physical activity.
5.	To assist the work of Active Together and our partners to increase the number of people volunteering and championing physical activity initiatives in their organisation/community/ setting.
6.	To assist the co-ordinate of relevant training for participants, volunteers, communities and workforce.
7.	To effectively market and promote campaigns and activities in order to raise the profile of physical activity.
8.	To raise the profile of the benefits of 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 Active Together and our partners in delivering the Active Together Partnership Physical Activity Framework.
10	To deliver initiatives that are inclusive, innovative and inspiring.
11	Any other duties commensurate with the nature and grading of the post, which may be assigned by the Sports Development Officer(s) / Manager(s).

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 10th 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: May 2023

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

The structures and workings of Active Partnerships, Health and Sport Governing Bodies/	✓		Int
Awareness of the wider agenda issues as they relate to physical activity and sport.		✓	Int
<u>Skills and Competencies</u>			
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 / SDMs 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
<u>Attitude & Temperament</u>			
Demonstrates professionalism at all times.	✓		Int
Has the ability to work on own initiative.	✓		Int/App
<u>Other Requirements</u>			
An understanding of, and commitment to Equal Opportunities, and the ability to apply	✓		App/Int

this to all situations.			
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
Is able to travel around the County economically.	✓		Int/App

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