

WORCESTER CITY COUNCIL

JOB DESCRIPTION

SERVICE AREA: Safer & Stronger Communities

SECTION: Sport, Art & Play Development

DESIGNATION: Sport Development Officer POST NO:

GRADE: Grade 5. Initial 18 months fixed term contract until January 2016.
3 month Probation period.

JOB PURPOSE: To support the Sport, Art & Play Development Manager in delivering and leading on a range of Sport development initiatives and programmes across Worcester City.

POST RESPONSIBLE TO: Sports, Art and Play Development Manager

POST(S) RESPONSIBLE FOR: Casual coaches, volunteers, service level agreements with partners and stakeholders.

DUTIES/FUNCTIONAL RESPONSIBILITIES:

(a) SPECIFIC:

- 1.1 To support the Sport, Art & Play Section's coordinated response to the range of Sports development initiatives developed in partnership with the Sports Partnership Herefordshire & Worcestershire, County Council, Voluntary Sector and Public Health, implementing the Sport, Art and Play strategic plan.
- 1.2 To coordinate the development, implementation and delivery of the Sportivate programme.
- 1.3 To organise, produce and coordinate the summer, events and holiday multi-sports programmes, coaching on this along with supporting the section in recruiting staff and volunteers, whilst also using existing part-time and full-time coaches and partners.
- 1.4 To lead on the coordination and delivery of the Worcester School Support Network in line with the Sports Partnership.
- 1.5 In conjunction with Cancer Research UK, assist in the delivery of the annual Race for Life event.
- 1.6 To support the on-going development of the King George V and Perdiswell Community football development programme.
- 1.7 To develop sports programmes across a range of initiatives that supports Safer Worcester and the South Worcestershire Community Safety Partnership in reducing youth anti-social behaviour across the City.
- 1.8 To support the team in delivering the annual Sport Awards evening.
- 1.9 To represent the section at relevant Sport development meetings, recording relevant information and feeding this back to the department.
- 1.10 To maintain relationships and work with a wide range of organisations that will benefit all Sport development in the City, including the Voluntary Sector, National Governing Bodies, professional agencies and statutory partners.
- 1.11 To raise the profile and awareness of Sport, Art & Play development initiatives through regular promotion including; social media, website, newsletter, City Life magazine, press releases & annual report.

- 1.12 To support the recruitment of volunteers and student placements to support all initiatives throughout the year.
- 1.13 To produce regular Monitoring and Evaluation reports to ensure achievement of targets on current initiatives- ensuring both quantitative and qualitative data is collected (including case studies) to evidence performance measures as required by the section and funders.
- 1.14 To produce a post-implementation document to review projects, programmes and initiatives developed for future planning.
- 1.15 To help seek future partners and funding streams to support with the long term viability of all Sport projects. Keeping a record of all successful and non-successful funding applications with more detail on each.
- 1.16 To keep a record of and maintain all finance records for the projects you are responsible for in line with the established system in place.

(b) GENERAL:

1. The Sport, Art & Play Support will be expected to:
 - Work a 37 hour week
 - Work outside normal hours, if required, which will include evening and weekend work.
 - Travel both inside and outside the City to attend meetings where required.
2. To carry out such other duties commensurate with the grading of the post as may reasonably be required.
3. The post holder will be expected to promote and maintain the Council's Equal Opportunities Policy.

SPECIAL CONDITIONS:

Supervisory Posts

'To be responsible for the safety, health and welfare of all the workforce supervised in accordance with the Health and Safety at Work etc. Act 1974, related legislation, the Council's Safety Policy, the Service Area's Safety Policy and operating guidance notes produced by the Council.'

Child Protection

- The post requires regular contact with under 18's in a supervisory role and requires a Disclosure Barring Check and a minimum of Level 1 Safe Guarding Children Training.
- The post requires line management of people having contact with under 18's and requires a Disclosure Barring Check and a minimum of level 1 Safe Guarding Children Training.
- The post requires accurate collection of information about children taking part in activities and requires a Disclosure Barring Check and a minimum of level 1 Safe Guarding Children Training.

- The post involves carrying out risk assessments, seeking Health & Safety support where necessary and establishing procedures on activities/facilities relating to children's events and requires a Disclosure Barring Check and a minimum of level 1 Safe Guarding Children Training.
- The post holder may, while carrying out their daily duties, come into contact with vulnerable people i.e. Under 18's and requires an awareness of Safe Guarding Children Training.

The above is a description of the job as it is at present constituted and is therefore subject to review and updating from time to time. It is the Council's policy to consult the employee and aim to reach agreement on amendments but nevertheless the right to make any reasonable changes is reserved.

Date Job Description reviewed: 14/05/2014 Drawn up by: Hannah Cox