

**DARLINGTON BOROUGH COUNCIL
COMMUNITY SERVICES DEPARTMENT**

CULTURAL SERVICES

**Outdoor Activities Coordinator
(One year fixed term)**

**Salary: Grade L
£18,907 - £20,736 p.a. pay award pending**

Post No: D07339

Darlington Community Sports Network has secured funding from Sport England to develop three physical activity projects with the aim of driving up participation. We are looking to appoint an enthusiastic and committed professional to introduce Outdoor Activities to the people of Darlington. You will work closely with the Darlington Borough Council Countryside Team, and the Sports Development Team to develop a programme of introductory activities and to develop a sustainable infrastructure for the further development of outdoor activity opportunities. You will work with existing clubs and providers to support their development, and will also work alongside facility providers to maximise the use of existing facilities.

You will have experience of partnership working, and experience of delivering outdoor activity or physical activity in a variety of settings. Your excellent communication skills will enable you to work as part of a team to achieve common objectives.

For an informal discussion please contact Emma Reah, Sport and Physical Activity Development Manager, or Gemma Saunders, Sports Development Officer on 01325 254370.

Closing Date: 9 July 2008

DARLINGTON BOROUGH COUNCIL
COMMUNITY SERVICES DEPARTMENT

JOB DESCRIPTION

<u>POST TITLE :</u>	Outdoor Activity Coordinator
<u>GRADE :</u>	L (Subject to job evaluation)
<u>JOB EVALUATION REFERENCE No.</u>	C2329
<u>REPORTING RELATIONSHIP</u>	Sport and Physical Activity Development Manager
<u>JOB PURPOSE :</u>	To increase participation in Outdoor Activity in Darlington, through the development of a sustainable club structure. To provide new opportunities for local people to participate.
<u>POST NO.</u>	D07339

MAIN DUTIES/RESPONSIBILITIES

1. Promote and develop opportunities for local residents to participate in Outdoor Activity.
2. Work with partners through the Community Sports Network to promote awareness of Outdoor Activity opportunities and venues in Darlington.
3. Work alongside the Sports Development team to embed Outdoor Activity provision within the wider sports development programme of activity provision.
4. Work in partnership with local Outdoor Activity providers and the voluntary sector to increase participation in existing activities, and to develop new opportunities for local people to participate.
5. Support community partners to develop a sustainable club structure for local Outdoor Activities, for example a Darlington Rock Climbing Club and a Darlington Four Cross club.
6. To support local clubs and community groups with funding bids to help them increase participation at their respective club/group and widen access.
7. Develop support networks for local coaches, leaders and volunteers (i.e. through mentoring programmes etc).
8. Support access to Continual Professional Development opportunities to increase the number of local coaches, volunteers and leaders.

9. Attend meetings as required to ensure a co-ordinated and consistent approach throughout Darlington
10. To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
11. To supervise/manage and develop all members of your team effectively. This includes carrying out the Council's Performance Development Review (PDR) process and completing the mid and end year review forms to the Council's timescales.
12. To carry out your duties as both a manager and employee in line with the Council's Equality Policy and Race Equality Scheme.
13. To fulfil your health and safety management role as detailed in both the Corporate and Departmental Health and Safety Policies, organisational statements and procedures to ensure a safe working environment for yourself, members of your team and others who may be affected by your team's activities.
14. Any other duties of a similar nature related to this post which may be required from time to time.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL COUNCIL POLICIES, INCLUDING THE NO SMOKING POLICY.

<p>THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY ENHANCED DISCLOSURE, BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT THE EMPLOYEE WILL BE SUBJECT TO RECHECKING AS REQUIRED FROM TIME TO TIME BY THE AUTHORITY</p>
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Darlington Borough Council and schools with the Borough are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this communication.

Date : June 2008

DARLINGTON BOROUGH COUNCIL - COMMUNITY SERVICES DEPARTMENT
PERSON SPECIFICATION - Outdoor Activities Coordinator

Post No. D07339
JE Ref. C2329

ESSENTIAL				DESIRABLE		
	Criteria No.	<i>ATTRIBUTE</i>	Stage Identified	<i>Criteria No.</i>	<i>ATTRIBUTE</i>	Stage Identified
Qualifications & Education				D1	Degree or equivalent in a sport, health or outdoor activity related subject	AF/C
				D2	HND, Diploma or NVQ Level 3 or equivalent in sports, health, outdoor activity or related subject	AF/C
				D3	Single Pitch Supervisor's Award	AF/C
				D4	Walk Leaders / Cycle Leader's Award	AF/C
				D5	Mountain Leaders Award	AF/C
Experience & Knowledge	E1	Approximately one year's experience of delivering / developing / coordinating outdoor activities and/or physical activity, preferably in a range of settings	AF/I	D6	Knowledge and experience of the process of applying for external funding	AF/I
	E2	Approximately one year's experience of partnership working.	AF/I	D7	Two years experience in a related sports, physical activity, or outdoor activity role	AF/I
	E3	Awareness of the main agencies with an	AF/I			

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
	E4	interest in physical activity and outdoor activities.	AF/I			
	E5	Understanding of equality issues in relation to Sport and physical activity	AF/I			
	E6	Knowledge / experience of the club development process	AF/I			
	E7	Promotional experience	AF/I			
	E8	Experience / knowledge of managing projects, including monitoring and evaluation	AF/I			
Skills	E8	Ability to interpret legislation, policy or procedures relating to Sports Development to give recommendations and advice	AF/I/R			
	E9	IT Literate, capable of using MS Word / Excel and office packages	AF/I/R			
	E10	Ability to develop effective working relationships with a range of partners and stakeholders	AF/I/R			
	E11	Ability to plan, implement, monitor and adapt outdoor activity sessions	AF/I/R			
	E12	Ability to communicate both orally and in writing to a wide range of audiences	AF/I/R			

ESSENTIAL				DESIRABLE		
	Criteria No.	<i>ATTRIBUTE</i>	Stage Identified	<i>Criteria No.</i>	<i>ATTRIBUTE</i>	Stage Identified
	E13	Ability to use initiative and make decisions outside immediate policy and procedure, and without reference to manager.	AF/I/R			
	E14	Ability to work successfully as part of a team	AF/I/R			
	E15	Ability to establish priorities and achieve deadlines	AF/I/R			
Personal Attributes	E16	Highly self motivated and enthusiastic about the benefits physical activity and outdoor activity.	I			
Special Requirements	E17	Motivation to work with children.	AF/I/R/D			
	E18	Ability to form and maintain appropriate relationships and personal boundaries with children.	AF/I/R/D			
	E19	Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.	AF/I/R/D			

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	<i>Criteria No.</i>	<i>ATTRIBUTE</i>	Stage Identified
	E20	Access to reliable transport in order to carry out the travelling requirements of the post.	I			
	E21	Flexible approach to working times to meet the requirements of the service	I			

Key – Stage identified	
AF	Application Form
C	Certificates
T	Tests
P	Presentation
I	Interview
R	References
D	Disclosure

Issues arising from references will be taken up at interview. All appointments are subject to satisfactory references.