

**DARLINGTON BOROUGH COUNCIL
COMMUNITY SERVICES DEPARTMENT**

CULTURAL SERVICES

**Sports Development Officer (Club and Equity)
(Three years fixed term)**

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

Post No: D07341

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 develop and implement a project aimed at increasing participation in sport and physical activity in Darlington. The project will focus on increasing participation in sport and physical activity for those in the Sport England priority groups. Work will specifically focus on working alongside local sports clubs in Darlington to support them to become fully accessible to all. The officer will be responsible for increasing participation among the priority groups of: women and girls, black and ethnic minorities, those living in areas of socio-economic disadvantage, and those living with a long-term limiting illness.

You will have experience of working with and/or supporting multi-agency partnerships, an understanding of equality issues relating to sport and physical activity, and knowledge or experience of project management.

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: 9th July 2008

DARLINGTON BOROUGH COUNCIL
COMMUNITY SERVICES DEPARTMENT

JOB DESCRIPTION

<u>POST TITLE :</u>	Sports Development Officer (Club and Equity)
<u>GRADE :</u>	L (Subject to job evaluation)
<u>JOB EVALUATION REFERENCE NO.</u>	C2327
<u>REPORTING RELATIONSHIP:</u>	Sport and Physical Activity Development Manager
<u>JOB PURPOSE :</u>	To support the development of sport and physical activity in Darlington, to increase participation, and to widen access and support the development of local sports clubs within Darlington
<u>POST NO.</u>	D07341

MAIN DUTIES/RESPONSIBILITIES

1. Promote and develop opportunities for local residents to participate in Sport and Physical Activity.
2. Work with partners through the Community Sports Network to support the co-ordination of sport and physical activity provision in Darlington.
3. Ensure that work within the CSN fully acknowledges and addresses equality issues and Club Development.
4. To assist local sports clubs to achieve National Governing Bodies accreditation.
5. Support Clubs and Coaches to access the Tees Valley Sport Club Benefits Packages and access to Continuous Professional Development (CPD) opportunities.
6. To support local clubs and community groups to access external funding to increase participation and widen access.
7. Work with partners to identify opportunities to promote sport and physical activity, including the identification and promotion of 'good news' stories.

8. Develop and support specific equality projects with the aim of engaging hard to reach groups.
9. Work as part of the Sports Development Team to support local community groups, clubs, coaches and volunteers.
10. To identify & develop relationships with both local sport & non-sport organisations and encourage their involvement within the CSN or Multi Sport Environment structures.
11. To work with due regard at all times to the current rules and guidelines concerning child protection and to report any concerns relating to child protection matters in accordance with such rules and guidelines.
12. 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.
13. 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.
14. To carry out your duties as both a manager and employee in line with the Council's Equality Policy and Race Equality Scheme.
15. 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.
16. 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.

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

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
SPORTS DEVELOPMENT OFFICER (CLUB & EQUITY) POST NO. D07341
JE REF. C2327

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
Qualifications & Education				D1	Sport or Health Related Degree Qualification	AF/C
				D2	HND, Diploma or NVQ 3 or equivalent in sports, health, play or related subject	AF/C
Experience & Knowledge	E1	Approximately one years experience of supporting / working with multi agency partnerships	AF/I	D3	Knowledge of key government policy associated with sport and physical activity	AF/I
	E2	Approximately one years experience of working with members of the public in an activity arena	AF/I	D4	Two years experience in a related sports, physical activity, health, play or leisure role	AF/I
	E3	Understanding of the main agencies with an interest in sport and physical activity	AF/I	D5	Experience of working with Education, Health and Youth Agencies	AF/I
	E4	Understanding of equality issues in relation to Sport and physical activity	AF/I			
	E5	Experience / knowledge of project management, including monitoring and evaluation	AF/I			
	E6	Experience of promotion work	AF/I			
	E7	Knowledge of some of the main funding	AF/I			

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
		streams associated with sport and physical activity				
Skills	E8	Ability to interpret legislation, policy or procedures relating to sports development to give recommendations and advice	AF/I/R			
	E9	Ability to develop effective working relationships with a range of partners and stakeholders.	AF/I/R			
	E10	IT Literate, capable of using MS Word / Excel and office packages	AF/I/R			
	E11	Ability to communicate both orally and in writing to a wide range of audiences	AF/I/R			
	E12	Ability to use initiative and make decisions outside immediate policy and procedure, and without reference to manager.	AF/I/R			
	E13	Ability to work successfully as part of a team	AF/I/R			
	E14	Ability to establish priorities and achieve deadlines	AF/I/R			
Personal Attributes	E15	Highly self motivated and enthusiastic towards the benefits of sport and physical	I			

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
		activity				
Special Requirements	E16	Motivation to work with children.	AF/I/R/D			
	E17	Ability to form and maintain appropriate relationships and personal boundaries with children.	AF/I/R/D			
	E18	Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.	AF/I/R/D			
	E19	Access to reliable transport in order to carry out the travelling requirements of the post.	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.

