

Job Description

Job title	Sports Development Officer
Directorate	PLACE : Regeneration, Community and Culture
Division	Leisure and Environment
Range	MPR 4
Reports to	Sports Development Manager

Main purpose of the job:

To co-ordinate and raise the profile and quality of sporting opportunities across Medway for the benefit of the whole community.

To deliver programmes that are designed to increase usage for our sports centres, in return improving income.

To develop projects and programmes aimed at delivering high quality and inclusive sporting opportunities, increasing participation, and encouraging communities to get active.

Liaise with stakeholders in a way that promotes the [vision and values](#) of the Council.

Accountabilities and outcomes:

1. To ensure strategic needs of the service are met, through setting service plan targets for programmes and projects as agreed with the Sport Development manager.
2. Identifying opportunities to increase sports participation within the sport centres, maximising the use of all available facilities. Maximise opportunities to increase income in leisure services.
3. Develop programmes and projects to increase participation targets for the service in agreement with the Sport Development manager.
4. Manage delivery of individual projects and programmes within Medway Sport service.

5. Under supervision of the service manager, be accountable for expenditure from an agreed budget or income.
6. Achieve annual income targets as agreed with Sports Development Manager.
7. Establishing effective internal and external partnerships to maximise opportunities to increase external funding for Medway Sport projects.
8. Provide affordable active excellent participation opportunities to all Medway residents.
9. Provide a safe environment for all Medway residents to undertake sport and active recreation.
10. Always provide exceptional customer service
11. Commit to a programme of personal development, to conduct duties competently and responsibly.
12. Establish effective internal and external partnerships to maximise opportunities to increase participation
13. Working closely with colleagues across the leisure, heritage and tourism service to ensure service plan targets are met
14. Identifying opportunities to increase sports participation within external settings, maximising the use of all available facilities

At the discretion of the Head of Service, such other activities as may from time to time be agreed consistent with the nature of the job described above.

Key Corporate Accountabilities:

To work with colleagues to achieve service plan objectives and targets.

To understand and actively keep up to date with GDPR responsibilities, including completing regular refresher training.

Safeguarding is everyone's responsibility: all employees are required to act in such a way that safeguards the health and well-being of children and vulnerable adults.

To participate in the Performance Appraisal process and contribute to the identification of own and team development needs utilising the Career Development Framework.

To actively promote the Council's Fair Access, Diversity and Inclusion Policy and observe the standard of conduct which prevents discrimination taking place.

To ensure full compliance with the Health and Safety at Work Act 1974, the Council's Health and Safety Policy and all locally agreed safe methods of work.

To fully understand and be aware of the commitment to the duty under Section 17 of the Crime and Disorder Act 1998 to prevent crime and disorder.

Promote the Medway Carbon Neutral by 2050 commitment; supporting the Council action plan to ensure we play our part in addressing the climate emergency.

Organisation:

This role reports to the Sports Development Manager

The post holder will have line management responsibility.

The post holder will be required to liaise with all stakeholders both internal and external to the organisation.

Working Style:

FIXED - The post holder will be permanently based at Medway Park, although they will be expected to work at any location across Medway.

Person Specification

All criteria at level A are considered essential unless stated otherwise.

Qualifications

Level A

- Good level of education to degree level qualification

NGB coaching qualification level 2

Level 3 Community Sport and Health Officer Apprenticeship or equivalent

Level B (in addition)

- Instructor or Tutor qualification, in relevant discipline, Level 3 award in Education and training

Relevant health and safety, first aid and other qualifications commensurate with the needs of the service to provide a safe environment for participants and staff.

Level C (in addition)

- Level 5 leadership and Management qualification.

Continued CPD to support service delivery and increasing income.

Bespoke programme of in house training courses

Knowledge

Level A

- Managing an events programme to increase participation and demonstrate / highlight sporting opportunities in Medway

Successfully applying for funding bids to support service targets and delivery

Level B (in addition)

- Complete understanding national, regional and local sporting governance across a wide range of sports, understanding sporting opportunities from grass roots to excellence.

Level C (in addition)

- To manage programmes with internal and external partners to deliver against service targets.

To manage large scale event programmes that deliver against service targets

Experience

Level A

- Demonstrable experience in the field of Sports Development

Manage programmes and projects to increase participation targets for the service in agreement with the Sports Development manager.

Manage delivery of individual projects and programmes within Medway Sport service.

Level B (in addition)

- Experience of management, direction, co-ordination or training/development of other employees

Level C (in addition)

- Demonstrable experience of financial management

Skills

Level A

- The vision to develop and maintain high quality services that are relevant to the needs of existing and potential users

Strong communication and inter-personal skills

Good organisational skills

Ability to work as a leader in a team environment

Level B (in addition)

- To be able to deliver training and development sessions, offering high quality sporting opportunities.

To present formulated ideas to senior managers to improve services and opportunities to wider audiences.

Level C (in addition)

- Demonstrable ability to use analytical skills to interpret complex information and situations. Develops solutions or plans which take several months up to a year to formulate. Undertakes work that requires a range of imaginative solutions and responses and involves application of fresh and innovative thinking.



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