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**JOB DESCRIPTION**

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| **Post Title:** Development Officer (Children & Young People) | **Director/Service/Sector:**  Public Health (Northumberland Sport) | **Office Use** |
| **Band:** 5 | **Workplace:**  | JE ref: 3415HRMS ref: |
| **Responsible to:** Development Manager (Children & Young People) | **Date: July 2018** | **Manager Level:**  |
| **Job Purpose:** To support the Northumberland Sport Partnership’s ambition to increase the levels of physical activity with children and young people in Northumberland by working directly with key stakeholders (including schools, clubs & leisure providers) to promote the benefits of physical activity and to use local insight to help drive improvements and evidence impact. |
| **Resources** | Staff | None. |
| Finance | Delegated responsibility to monitor specific project budgets up to approx £5k per annum and making recommendations where required.  |
| Physical | Office based including significant use of IT systems and management of personal data for programme participants with requirement for travel across Northumberland. |
| Clients | Schools; School Sport Partnerships; School Games Organisers; NGBs; Northumberland County Council; Active Northumberland; Youth Sport Trust; Private Providers offering services to schools; Community Sports Clubs and voluntary organisations. |
| **Duties and key result areas:*** To support the Development Manager (Children & Young People) to deliver Northumberland Sport CYP programmes.
* To work with primary schools to map their use of the PE and Sport Premium and to provide guidance/support for all schools eligible for this funding.
* To research and maintain an up to date picture of how primary schools are making use of their PE and Sport Premium funding across Northumberland.
* To research and manage information about local Primary School workforce needs which are aligned to Northumberland Sport’s Workforce strategic priorities.
* To support Northumberland Sport’s involvement in the county School Games programme, specifically at the Level 3 competition stage, ensuring appropriate links and delivery with other programmes and community sport objectives.
* To take the lead on Sport England’s Active Lives Children & Young People Survey requirements, working directly with nominated schools across Northumberland.
* To take responsibility for Sport England’s performance monitoring requirements linked to our funding, including PE and Sport Premium support; Active Lives Survey; School Games and Young Volunteering programmes.
* To maintain effective systems and contacts to enable Northumberland Sport to manage and improve communications with senior school leads, including Head Teachers and other interested parties.
* To identify, promote and where necessary organise appropriate Continuous Professional Development opportunities linking schools to national and local programmes and projects targeted at children and young people.
* To support the Northumberland Sport Board ‘Physical Literacy’ sub-group to research the needs and barriers to participation with children and young people, particularly at key transition stages in their lives e.g. primary to secondary education and promote best practice approaches to embedding physical activity as a school improvement tool across a whole school curriculum.
* To maintain and monitor records, data and financial information relating to agreed targets which provide evaluation and measurement of performance.
* To develop links with Partners (both new and existing) to ensure that work with schools complements the wider strategic aims of Northumberland Sport by developing sustainable opportunities for children and young people to be retained into community activities.
* To support delivery of the Satellite Clubs programme in Northumberland, including visiting club’s, preparing a quarterly newsletter to promote best practice organising high and supporting completion of an annual survey by participants.
* To undertake any other relevant duties appropriate to the grade of the post as assigned by the Development Manager or Partnership Director.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis. |
| **Work Arrangements** |
| Transport requirements:Working patterns:Working conditions: | Regular travel required across operating area.Flexible working Monday to Friday average 37 hours per week with occasional work at weekends subject to needs of local partners and projects.Mainly office based some mobile working.  |

**PERSON SPECIFICATION**

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| **Post Title: Development Officer (Children & Young People)** | **Director/Service/Sector:** Public Health (Northumberland Sport) | Ref:  |
| **Essential** | **Desirable** | **Assess****by** |
| **Qualifications and Knowledge** |
| Degree in a related subject area or equivalent experience. Good general level of education with sound literacy and numeracy skills.A sound understanding of the value and benefits of community sport and physical activity. Knowledge of current issues relating to equality and safeguarding in sport. | Knowledge of Government Policy and an understanding about implications for PE & School Sport.Knowledge of Government Sport Policy and an understanding about implications for local community sport and physical activity interventions.Insight into local levels of participation in physical activity and sport including barriers faced by children and young people.Relevant Safeguarding Qualification e.g NGB Award or CPSU Time to Listen Training.  |  |
| **Experience** |
| Relevant experience of working with children & young people focussed programmes. Previous experience of managing successful projects and monitoring the performance of partners and/or the impact of projects.A successful track record of engaging effectively with others and building productive partnerships with a range of stakeholders e.g from both traditional and non-traditional sport providers.  | Relevant experience in community sports development or a related area.Previous experience of working with or within a school environment. Use of marketing including research, insight and social media to effect behaviour change. Experience of using insight and research to influence main stakeholder groups in the sport & physical activity sector e.g. schools, voluntary sports clubs, local businesses, Higher & Further Education, the local authority etc.Additional skills & experience brought from relevant wider volunteer roles and/or engagement with relevant national partners e.g Sport England, Women in Sport, NGB’s etc. |  |
| **Skills and competencies** |
| Excellent organisational and time management skills, an ability to work under pressure and meet deadlines.Able to apply technology in a variety of situations.Excellent interpersonal & communication skills. Customer orientated with well developed networking and partnership skills and an ability to build relationships with a range of stakeholders. Performance management and ability to work to target outcomes. | An ability to research information and use this within project planning. Experience of developing marketing materials and use of social media to engage a variety of participants. Passion for sport and exercise and the positive contribution it makes to the health and social well-being of local communities.An ability to present information and use appropriate communications with different audiences and effectively disseminate acquired knowledge.  |  |
| **Physical, mental, emotional and environmental demands** |
| Requirement for some evening and weekend work as necessary in support of local voluntary groups and organisations.Regular periods of concentrated mental attention with some pressure from deadlines, interruptions and conflicting demands.Ability to develop & implement 6-12 month work plans with minimal supervision.  |  |  |
| **Motivation** |
| Strong advocate for the benefits of physical activity and sport.Commitment to and ability to promote equality of opportunity.Commitment to achieving outcomes in collaboration and partnership with local and country partners. |  |  |
| **Other** |
| Energetic, enthusiastic, motivated and flexible.Must have a flexible approach to working arrangements.Pleasant outgoing personality. |  |  |

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits