**JOB DESCRIPTION**

**ADULT AND COMMUNITY BASED SERVICES**

## **JOB TITLE**: SENIOR SPORT AND PHYSICAL ACTIVITY COORDINATOR

**SECTION:**  SPORT & RECREATION

**GRADE:**  BAND 10 (£26,470 - £29,055)

**RESPONSIBLE TO:** PARTICIPATION AND STRATEGY MANAGER

**POST REF NO:** SR-106647

### Purpose of Post

To provide an effective and efficient sport and recreation service to the people of Hartlepool.

**Relationships**

1. To work with all sections of the community, including individuals and groups, in promoting the provision, availability and benefits of active participation in sport and recreation.
2. To work in partnership with all sections of Public Health, to co-ordinate programmes of activity/services which meet the needs of the people of Hartlepool.
3. To establish and maintain liaison with local, regional and national agencies to the benefit of services to the public.
4. To liaise with all Council Departments to ensure the effective and efficient delivery of sport and physical activity related programmes.

**Main Duties and Responsibilities**

1. To work as a member of the Sport and Physical Activity Team and contribute to the overall development of the Sport and Physical Activity Service attending meetings with partners as appropriate.
2. To be responsible for the management and supervision of members of the Sport and Physical Activity Team ensuring the coordination of the Team’s work in the overall delivery of service objectives.
3. To provide advice and guidance to peers and share knowledge and experience for the benefit of others.
4. To carry out all necessary measures with regards to *all* staffing including health and safety, staff rotas, timesheets, holidays, sickness, training, recruitment, appraisal’s etc. as well responsibility for all equipment.
5. To develop, promote, market and increase participation in sport, physical activity and leisure activities to the widest possible audience, with particular emphasis on targeting low participation populations and establishing need.
6. Create appropriate new partnerships to increase sport and physical activity levels within the town including in some cases taking the lead on project work.
7. To develop targeted programmes of activity, special events and initiatives in consultation with colleagues and external agencies, maximising the opportunities offered by Sport England in particular.
8. Ensure that service standards are adhered to by the team and contribute to as well as progress actions linked to service quality assurance measures.
9. Contribute to service planning including the development of work programmes, reports, monitoring and evaluation of programmes and projects.
10. To promote the activities of the Sport and Physical Activity Team and the facilities and services of the Council including all cultural services, particularly Leisure Centres, Recreation Grounds and Parks and Countryside.
11. To coordinate the support of the Sport and Physical Activity Team to the Leisure Facilities Management Team, liaising with site managers as appropriate.
12. To lead activity sessions as required to provide emergency cover for staff absence and sickness.
13. To act as an advocate by working alongside and monitoring coaches, volunteers and others delivering activity provision. To maintain quality service delivery and quality assurance.
14. Deliver training provision as appropriate for the purpose of providing development and CPD opportunities to staff including coaches and volunteers e.g. CSLA.
15. Ensure that all Health, Safety, and Wellbeing, Safeguarding and Child Protection, Data/IT management policies and procedures are upheld including the development and monitoring of risk assessments. This post is also responsible for ensuring staff risk assessments are carried out and issues addressed.
16. To assist in the forward planning for the team and to assist in the development of plans or bids aimed at securing resources for the continual improvement upon the delivery of services.
17. Prepare quotations for any commissioned work for the team including the drafting of any agreements with partners.
18. Liaise with clubs and community groups to develop opportunities to increase participation in sport and physical activity.
19. To assist in applying for and promoting funding opportunities for sport and recreation that community groups and clubs can access, enabling their ongoing development.
20. To conduct public consultation and research to identify service priorities and targeting populations most in need of sport and physical activity provision.
21. To assist in line with service outcomes and agreed financial targets, the monitoring and the evaluation of the Sport and Physical Activity service, producing regular reports and statistical information detailing progress as required by the Participation and Strategy Manager.
22. Any other duties of a related nature which might reasonably be required and allocated by the Participation and Strategy Manager.

Changes

Over time Council services change and develop. This can impact upon the main duties and responsibilities of the role, and subsequently the post holder, who will be required to adapt. Any changes will be appropriate to the grading of the post and will be made in discussion with the post holder.

Date: Insert

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**