**JOB DESCRIPTION**

**ADULT & COMMUNITY BASED SERVICES**

**JOB TITLE:** SPORT & PHYSICAL ACTIVITY OFFICER

**DIVISION:** SPORT & PHYSICAL ACTIVITY TEAM

**GRADE:** BAND 8

**RESPONSIBLE TO:** SENIOR SPORT & PHYSICAL ACTIVITY CO-ORDINATOR

**POST REFERENCE:**  104063

**Purpose of Post**

* To provide an effective and efficient sport and physical activity service to the people of Hartlepool.

**Key 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 Adult and Community Based Services, 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 develop, promote and increase participation in sport, physical activity and leisure activities to the widest possible audience, with particular emphasis on low participation and under represented groups and ensuring the delivery of service objectives.
2. 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.
3. To promote the activities of the Sport and Physical Activity Team and the facilities and services of the Council including the Community Hubs, Leisure/Outdoor Activity facilities, Libraries, Recreation Grounds and Parks and Countryside.
4. To produce promotional materials including posters, leaflets, newsletters and updating the council website.
5. To mentor, supervise and develop appropriate staff including interns, apprentices, coaches and volunteers and to foster good communications and good practice in carrying out the Council’s policies.
6. To lead activity sessions, courses and/or training programmes as required.
7. Assist in the delivery of training provision as appropriate for the purpose of providing development and CPD opportunities to coaches and volunteers e.g. CSLA.
8. To assist in the forward planning for Sport and Physical Activity Team and to assist in the development of plans or bids aimed at securing resources for the continual improvement upon the delivery of services.
9. To assist in the preparation of estimates for programmes of activity and to ensure financial control over these and any other Sport and physical activity budgets or externally funded projects within their remit.
10. To assist in the monitoring and the evaluation of the Sport and Physical Activity service, producing regular reports and statistical information detailing progress as required.
11. Any other duties of a related nature which might reasonably be required and allocated by the Senior Sport and Physical Activity Coordinator.

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: April 2019

**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.**