

Job Description

Post Title: Assistant Community Sports Development Officer CC778

Evaluation: 489 Points **Grade: N6**

Responsible to: Principal Manager

Responsible for: N/A

Job Purpose: Develop programmes, initiatives and opportunities which will help increase the numbers of people from key groups accessing regular Sport and Physical Activity.

Main Duties: The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- 1 With local community representatives, residents and groups establish, develop a sustainable range of activities and opportunities which will encourage key areas of the community to take part in regular exercise and sport.
- 2 To identify gaps in provision and create programmes which will give accessible and affordable opportunities for marginalised groups.
- 3 Develop opportunities and activities where existing participants can increase the amount of exercise they are able to undertake, organise and coach activities and events across the City which will encourage residents to participate in Physical Activity.
- 4 Develop links with Clubs and Teams where appropriate so residents have pathways to continue taking part in sport and activities as they develop.
- 5 Ensure comprehensive monitoring and evaluation of delivery and recording of all your work and its outcomes.
- 6 Write and present reports on the delivery to a range of partners, for example Active Newcastle, Sport England and NGB's.
- 7 Create a range of opportunities which will help develop a range of coach education opportunities aimed at raising numbers of qualified coaches and volunteers.
- 8 Develop Active Newcastle; promoting the work and the brand through marketing and developing initiatives across the City linking to key campaigns effecting sport and its development.
- 9 With principal manager work with local funding agencies to attract funds from a variety of sources to help with delivery.
- 10 Oversee the budget relating to their project as delegated by the line manager.

- 11 To assist in maintaining a healthy, safe and secure environment and to act in accordance with the Council's policies and procedures.
- 12 To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.