

 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION	
Directorate: The Environment, Culture, Leisure and Events		Service Area: Environment, Leisure and Green Infrastructure	
JOB TITLE: Sport & Active Life Project Officer			
GRADE: J			
REPORTING To: Principal Sport & Active Life Officer			
1.	JOB SUMMARY: To coordinate the development and sustainability of participatory sport and active life programmes.		
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS		
	1.	To project manage the implementation of sport, physical activity, health and engagement opportunities.	
	2.	To develop existing and new sporting events and activities, having responsibility for their delivery/development.	
	3.	To develop and maintain effective relationships with a range of strategic partners from within and beyond the Local Authority, with the public, private and voluntary sector in order to enhance provision and opportunities for sport and physical activity.	
	4.	To manage resources associated with the post and to identify additional funds for existing and new initiatives that support participation in sport, increase physical activity and promote an active lifestyle	
	5.	To monitor, evaluate and review the impact of the work undertaken, producing regular reports and statistical information detailing progress.	
	6.	To work closely with key partners in the delivery of sport e.g. national agencies, sport's governing bodies, schools, Tees Valley Sport, local clubs, Public Health etc.	
	7.	To understand, develop and manage initiatives (in conjunction with the Principal Sport & Active Life Officer) to break down barriers to participation and contribute to tackling inequalities in sport and active lifestyles.	
	8.	To project manage engagement activities for the wider Environment, Leisure and Green Infrastructure team.	
	9	To represent the Principal Sport & Active Life Officer at any meeting, training course, event as appropriate.	
3.	GENERAL		

Job Evaluation - This job description has been compiled to inform and evaluate the grade of the job using the NJC Job Evaluation scheme as adopted by Stockton Council.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Workforce Culture and supporting behaviours and Code of Conduct – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

Personal Development – As defined by the Council's Culture Statement, all employees will take responsibility for their own development

Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

Job Description updated February 2021



PERSON SPECIFICATION


Job Title/Grade	Sport & Active Life Officer	
Directorate / Service Area	The Environment, Culture, Leisure and Events	
Post Ref:		

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	<ul style="list-style-type: none"> Educated to degree level in a related field or equivalent demonstrable level of relevant work-related experience. 		Application form
Experience	<ul style="list-style-type: none"> Experience in completing complex tasks to a high standard and to set deadlines. Knowledge of relevant Statutory Legislation. Experience in making presentations in a public setting and at Committee meetings and working parties. 	<ul style="list-style-type: none"> Experience of partnership working. 	Application / Interview

	<ul style="list-style-type: none"> • Experience of working with a wide range of partners and organisations (including NGB's) • Experience of delivering training courses or sessions. 		
Knowledge & Skills	<ul style="list-style-type: none"> • Ability to demonstrate customer sensitivity and awareness. • Familiarity with and ability to adapt to Information Technology requirements. • Ability to apply initiative. • Demonstratable IT skills. • Knowledge of relevant Statutory Legislation. • Excellent knowledge relating to the development sport and physical activity initiatives • Knowledge of engagement and breaking down barriers to participation. • Understanding and knowledge of inclusivity and the impact upon activity and sport participation. • A practical commitment to sport and an in-depth knowledge of a range of sports. • Ability to think creatively and develop new opportunities. • Experience of budgetary control. 	<ul style="list-style-type: none"> • Motivational interviewing training 	Application/Interview
Specific behaviours relevant to the post	<ul style="list-style-type: none"> • To demonstrate passion, commitment, and ability to inspire others. • Be prepared to challenge existing practices and constructively challenge. • Strong interpersonal and networking style. 		Application / Interview

	<ul style="list-style-type: none">• Committed to acting corporately and collaboratively.		
Other requirements	<ul style="list-style-type: none">• Ability to benefit from training relevant to the post• Willingness to work as part of a team• Enthusiastic and hard working• High personal standards and self-discipline.• Interest in extending level of knowledge.• Able to travel independently across the borough• Should be able to vary working hours to incorporate evening and weekend work as required.		


Person Specification updated February 2021

 Stockton-on-Tees BOROUGH COUNCIL	KNOWN RISKS FOR THIS ROLE
DIRECTORATE: Community Services, Environment and Culture	SERVICE AREA: Environment, Leisure and Green Infrastructure
JOB TITLE: Sports and Active Life Officer	
GRADE: J	
REPORTING TO: Andrea Hogg	

The following are the known risks for this role, more than one may apply. Where there are no known risks this will be indicated.

Known Risk	Yes/No
Is required to work at heights or on ladders	No
Is required to work in confined spaces or unusual environmental conditions where specialist equipment or breathing apparatus is needed	No
Is required to drive a Council vehicle or regularly transporting other person/clients/pupils in own vehicle as part of normal duties	No
Is required to drive an HGV/LGV/PCV/Minibus	No
Is required to undertake agriculture, horticulture or gardening work	No
At risk from noise that might affect an employee's health (will be required to wear ear protection)	No
Will be exposed to vibration likely to be above the exposure action level.	No
Is exposed to hazardous substances as detailed in Appendix 1	No
Is likely to be exposed to asbestos	No
Is at risk of a needle stick injury or human bite or could be exposed to blood, sewerage, bodily fluids.	No
May be exposed to lead or lead based products	No
Will handle food	No
Will require a health assessment for regular night working	No
Will be required to undertake the Display screen equipment training	Yes
Other known risks – please detail	None
No known risks associated with this role	

As the manager of this post, I declare that the details above are an accurate reflection of the risks associated with the post.

Signature of Manager: 

Date: 05/09/22