

Job Title: Community Sport Development Officer

Post Number:

Service / Section: Regulation and Economic Development Service

Grade: 4

Contract until 31/03/2025

Overall Job Purpose:

To increase the percentage of primary and secondary school children taking part in extracurricular sport and physical activity in school and the community, and motivate them to continue in sport, at their chosen level. To achieve this through the recruitment and training of more volunteer sport organizers, leaders and coaches.

- Ensure that the people of Anglesey are at the heart of everything we do.
- Ensure that every child in Anglesey is hooked on 'Sport for life'.
- Contribute to the vision of Mon Actif and Actif North Wales.
- Play a key role in the Sport and Local Physical activity Community.

General: *To comply with the local authority's Corporate Safeguarding Policy and the safeguarding duties and responsibilities which that policy places on every employee, aligning with the core values of the Authority which includes supporting children, adults who may be at risk and their families to keep them safe and healthy.*

Main Duties / Responsibilities:

1. Create a programme on Anglesey for people of all ages to respond to the vision and strategy of Mon Actif/ACC.
2. Co-ordinate and assist in the delivery of primary schools sport programme and secondary schools sport programme. This will include organizing inter school competitions and assisting in identifying community club coaches to deliver sessions.
3. Work towards achieving successful outcomes identified in Sport North Wales Plan.
4. Encourage children and young people to become young leaders and involved in planning and leading sessions, harnessing their enthusiasm for sport to encouraging their peers. This identifying new Young Ambassadors.
5. To deliver and co-ordinate training for teachers, parents, clubs and various volunteers.
6. To encourage children and young people to become hooked on sport through links with the communities, local leisure centres and sport clubs.
7. Promote and assist clubs in completing applications for different grants.
8. To assist in administration and financial tasks associated with the post. This includes written reports and management information/ data as appropriate.

9. To strengthen community links between primary and secondary school sport and encourage sports clubs to work in partnership with their local schools.
10. Strengthen volunteer recruitment and increase number of parents, YA's, casual coaches, classroom assistants that volunteer in schools.
11. Increase girls' participation and contribute to the 'Merched Mon Actif' activities and calendar.
12. To ensure that the needs of young people of all abilities, including young people with disabilities are taken into account by adopting the recommendations of INSPORT.
13. Increase and maintain the amount of accessible sport opportunities available to disabled people on Anglesey.
14. Collaborate and create strong links with key partners including different sports Governing Bodies and Leisure Centres to ensure that all children have the best opportunity to participate in their choice of sport/activity.
15. Lead on schemes that will measure the impact of the service provided e.g. general wellbeing, health and fitness (obesity levels on Anglesey).
16. Generate additional income and apply for grants to enable the provision offered to be extended.
17. Monitoring Finances.
18. Assist coaches in supporting their needs to access further career opportunities and qualifications, ensuring that we can create opportunities for all.
19. Assist NGB's and school teachers in identifying local sporting excellence to achieve national and international success.
20. To work in conjunction with local sports development officers, leisure centre staff, governing Bodies of Sport and local education representatives to ensure the Mon Actif Sports Development Programme complements and links with other sport and physical activity development opportunities and encourage sport to become the heart of the community.
21. Ensure compliance with Workplace Health and Safety Act 1974 and the Council's Health and Safety Policy.
22. Responsibility for managing information in accordance with the council's information management standards and guidelines. Ensuring that persona information is handled in compliance with Data Protection legislation.
23. To undertake appropriate training.
24. To undertake such other duties as may be reasonably required commensurate with salary and capabilities of the post holder.

Person Specification:

**Essential (E)
Desirable (D)**

Education and Training

The minimum educational requirements/professional or vocational qualifications for the post:

Relevant degree or equivalent qualification

D

Any specific training required for the post including Certification:

Additional qualifications relating to teaching, sports development coaching or leadership.

D

<p><u>Key Competence Requirements</u></p> <p>Job related knowledge:</p> <p>Experience of working in teaching, sports development, youth work, or other related discipline.</p> <p>Experience of working with schools, or with children and young people.</p> <p>Experience of working with volunteers.</p> <p>Experience in organising training and sporting events.</p> <p>Experience of delivering training for adults.</p>	<p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p>
<p><u>Specific skills critical for effective performance</u></p> <p>Understanding of education and/or local authority structures.</p> <p>Ability to use current IT packages effectively, Publisher, Excel, Word and PowerPoint.</p> <p>Ability to communicate fluently in Welsh and English.</p> <p>Understanding of the motivations of volunteers.</p> <p>Full driving license and use of car/ability to travel extensively.</p> <p><u>Managerial skills critical for effective performance</u></p> <p>Good time management.</p> <p>Ability to organise coaches and volunteers to lead activity sessions.</p> <p>Ability to lead and make decisions quickly.</p> <p>Willingness and flexible to adapt and adjust decisions when necessary.</p> <p><u>Personal Attributes</u></p> <p>Personal values and characteristics which should be demonstrated in performing the duties of the post.</p> <p>Methodical and accurate and clear thinking, especially under pressure.</p> <p>Good communication skills</p> <p>Self motivated, enthusiastic and able to work without day to day direction.</p> <p>Commitment to undertake further training.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>

Good financial management and control.	E
Able to work on own initiative and under pressure.	E
Willingness to work unsocial hours.	E
A commitment to equal opportunities.	E
<u>Personal Circumstances</u>	
Job demands which, if not met, could constrain effective performance in post.	
Can work unsociable hours including weekends.	E
Candidate will be required to complete a DBS check.	E
Candidate must have a full UK driving license	E

<u>Position in the Organisation:</u>	
Reports to:	Programme Manager Sports Development Team
Staff Supervised:	Volunteers and Coaches

<u>Working Arrangements and Conditions:</u>	
Working Week:	Any 5 out of 7 Monday – Sunday
Identified Work Base:	Anglesey
Contracted Hours:	37

<u>Language Requirements</u>						
Welsh Language Skills (Please see the skills framework attached)						
Listening (Tick One)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input checked="" type="checkbox"/>
Reading (Tick One)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input checked="" type="checkbox"/>
Speaking (Tick One)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input checked="" type="checkbox"/>

Writing (Tick One)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input checked="" type="checkbox"/>
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English Language Skills (Please see the skills framework attached)

Listening (Tick One)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input checked="" type="checkbox"/>
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Reading (Tick One)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input checked="" type="checkbox"/>
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Speaking (Tick One)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input checked="" type="checkbox"/>
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Writing (Tick One)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input checked="" type="checkbox"/>
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Flexibility

Your attention is drawn to the fact that in some cases particular duties and responsibilities are difficult to define and may vary from time to time without changing the general character of the duties and level of responsibilities entailed. In addition, it is a requirement of all employees that they accept elements of flexibility in duties and responsibilities and when necessary interchange within the organisation which will meet the changing needs and demands of the service. Such a requirement will enable the particular expertise of the post-holder to be developed and maximised to the mutual benefit of both employer and employee.

Date of preparation of this job description document: Updated from old template to current template 22/04/24

Language Skills - Workplace Assessment Levels

(i) Listening

0	No skills
1	Able to understand basic enquiries in Welsh /English
2	Able to understand a basic social conversation in Welsh / English
3	Able to follow routine conversations involving work between fluent Welsh / English speakers
4	Able to follow the majority of conversations involving work including group discussions
5	Able to understand all conversations involving work

(ii) Reading

0	No skills
1	Able to read basic words and phrases, e.g. signs or short and simple notes
2	Able to read basic material involving work (slowly)
3	Able to read routine material with a dictionary
4	Able to read the majority of material in own area
5	Able to understand all material involving work

(iii) Speaking

0	No skills
1	Able to conduct a general conversation [greetings, names, saying, placenames]
2	Able to answer simple enquiries involving work
3	Able to converse with someone else, with some hesitancy, regarding routine work issues
4	Able to speak the language in the majority of situations using some Welsh / English words
5	Fluent – able to conduct a conversation and answer questions, for an extended period of time where necessary

(iv) Writing:

0	No skills
1	Able to write basic messages
2	Able to answer simple correspondence with assistance
3	Able to draft routine text, with editing assistance
4	Able to prepare the majority of written material related to the area, with some assistance in terms of revision
5	Skilled – able to compete written work without the need for revision