



Rotherham United Community Sports Trust

Job Description & Specification: Community Sports Development Officer

Salary: £21000-23000

Hours of Work: 37 hours including occasional weekend and evenings

Duration: Temporary for 3 years

Location: RUCST Office

Responsible To : RUCST Head of Community and Board of Trustees

Responsible For: RUCST community coaches supporting sessions and volunteers

Main Purpose and Responsibilities of Job

Main Purpose of Job:

To manage the Sport England funded Community Sport Activation project within Rotherham Central multiple deprivation wards targeting adults 19 to 65 particularly from minority ethnic communities and to offer sustainable pathways to increase weekly participation of adults that face the most barriers to accessing sport

To up skills local people to deliver sport and physical activity at community level building capacity

Key Duties/Areas of Responsibility include:

- Using community development approach engage adults in sport and physical activity that are less likely to take part in sport currently
- To work with partners to engage adults in sport and physical activity on a weekly basis to improve and health wellbeing
- To set up project steering group of key partners, Active Regen, Rotherham Football Centre, Rotherham Active, Rotherham Public health, community groups, schools and facilitate bi monthly project steering meetings and feedback to partners on project delivery and outcomes
- To support and offer training to volunteers to become Community Sports Ambassadors
- Help volunteers to sustain delivery of community sport sessions whilst creating club pathways for participants to progress on to weekly participation

- Organise sport tournament and community sports events that bring communities together and help recruit more participants
- To maintain a central database system tracking participants and volunteer progression for monitoring purposes and maintain appropriate financial records for the project
- To prepare and submit quarterly progress report for the Trustees meetings
- As an employee of RUCST you have duty under the Safeguarding Vulnerable Groups Act 2008 and Children's Act 2004 to safeguarding and promoting children and young people and vulnerable adults

Conditions

- To undertake training and CPD as necessary and relevant to the post
- The post holder will be required to work some evenings and weekends as the requirements of the job demands
- To undertake other duties and responsibilities as required from time to time commensurate with the grade of the post.

General Responsibilities

- To be familiar and comply with all relevant legislation, policies and procedures including those relating to:-
- Health and Safety, Management of Risk, Operational, Personnel, Data Protection, financial regulations
- To identify risks within personal objectives, using resources effectively and efficiently and safeguarding assets.
- To ensure equality of opportunity is afforded to all persons both internal and external, actively seeking to eliminate any direct or indirect discriminatory practices/ behaviour

This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in light of the changing needs of Rotherham United Community Sports Trust.

RUCST is committed to safeguarding and promoting welfare of children, young people and vulnerable adults, and expects all staff to share this commitment.

We are a diverse Trust that respects differences in race, disability, gender, faith background or personal circumstances we welcome all application. We want everyone to feel valued and included in the football community and to achieve their full potential. The trust is opposed to any discrimination and commits itself to the redress of any inequalities by taking positive action where appropriate

Personal Specification	Essential	Desirable
Knowledge and Experience		
At least 3 years experience of planning and delivering sports development programmes in local community settings and experience of working with BME young people and adults	AF/I	
Experience in planning, implementing and sustaining sports development programmes/Initiatives.	AF/I	
Experience of working within budget guidelines and monitoring budget finance.	AF/I	
Project Management experience.		AF/I
Knowledge of local, regional and national strategies related to disability sport.	AF/I	
Team working experience i.e. management sessional and volunteer workers	AF/I	
Experience of monitoring and evaluating sport programmes, and setting performance targets	AF/I	
An understanding of equal opportunities issues both within the workplace and the community in general.	I/R	
Experience of publicity/promotion of activities and events	AF/I	
Experience of partnership working i.e. Sport England, National Governing Bodies and local community organizations/groups.	AF/I	
Knowledge of local, regional and national strategies related to disability sport.	I	
Demonstrate commitment to the protection of children, young people and vulnerable adults	AF/I/R	
Qualifications		
	AF/I	

Level 3 NVQ or equivalent qualification within a sports relevant field.		
Hold a level 2 national governing body qualification in football, cricket or basketball	AF/CQ	
Skills and Abilities		
Ability to communicate effectively with a number of diverse audiences.	I	
Ability to undertake research and analyse data to inform future delivery and development of the project	AF/I	
Ability to devise and implement monitoring and evaluations and procedures.	AF/I	
A good understanding of barriers to sport participation certain groups face, able to outreach in community and face to face work	AF/I	
Ability to liaise with a range of organisations and create/encourage positive working relationships.	AF/I	
Good organizational skills e.g. time keeping, meeting deadlines etc.	I/R	
Ability to recognise development opportunities within the work environment and find innovative approaches to them.	i/R	
Personal Qualities		
Ability and willingness to work outside normal hours, including evenings and weekends.	I/R	
Must have full, current driving licence and access to own transport for work purposes.	AF/I	
A satisfactory enhanced level DBS check	CRB	
No serious health problem which is likely to impact upon job performance (that cannot be accommodated by reasonable adjustments).	I/R	
Good attendance record in current/previous employment (not including absences resulting from disability).	I/R	

Method of Assessment

AF – Application Form I – Interview R – References P – Presentation

CQ – Certificate or Qualification

DBS – Disclosure and Barring Service check

This specification has been prepared in accordance with the requirements of Rotherham United Community Sports Trust

This post is subject Disclosure and Barring Service check

Specification completed by: Jamie Noble

Designation: Head of Community

Date: July 2015