

**Job Title : “Sports Development Assistant” – Health & Wellbeing, Sport and Physical Activity (volunteer placement opportunity)**

**Organisation :** Oadby and Wigston Borough Council

**Service team :** Leisure & Wellbeing team

**Hours** : 30 hours per week – negotiable (including some evenings & weekends)

**Duration** : Academic Year (i.e. September 2019– July 2020)

**Grade :** Voluntary (travel & work related expenses paid)

**Base/Location :** Council Offices, Station Road Wigston LE18 2DR

**Responsible To :** Head of Leisure & Wellbeing Services

**Liaison With :** Local Authority Officers, School Sport and Physical Activity Networks, Health colleagues and other local delivery agencies.

**Job Purpose:**

* To assist the leisure and wellbeing team and local partners in the planning and delivery of the following work areas:
  + Events, including the Council’s annual Awards Evening
  + Consultation with local community groups
  + Marketing and communications
  + Signposting to sustainable activities (school/community link)
  + Monitoring and evaluation of programmes
  + Support the delivery of various sport and physical activity campaigns
  + Identifying funding opportunities and contributing to writing funding bids
  + Work with health colleagues to improve health and wellbeing outcomes

**MAIN DUTIES AND RESPONSIBILITIES:**

1. Assist the Council with the delivery of a number of events, including the annual Awards Evening, liaising with nominees and event colleagues.
2. Assist with various consultation exercises with community groups, analysing responses and making recommendations in order to influence future external funding bids.
3. Provide assistance with marketing and communications.
4. Use social media to provide real time coverage at Oadby and Wigston events and activities.
5. Work with the School Sports Partnership to encourage inactive young people into sustained community sport / physical activity.
6. Assist with the monitoring and evaluation of local programmes.
7. Be involved in the planning, coordination and delivery of various sport and physical activity programmes.
8. Provide administrative support to the Health and Leisure team, including updating databases, producing promotional materials and posters.
9. Identifying relevant funding opportunities and contributing to writing funding bids.
10. Work with health colleagues to assist in improving the health & wellbeing outcomes for local residents.
11. Any other tasks appropriate with the nature of the post that may be assigned by the Health and Leisure team.

Sports Development Assistant(volunteer placement opportunity)

**Person Specification**

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| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **How Assessed** |
| **Experience (paid or voluntary):**  In one or more of the following areas:   * Sport * Physical Activity * Health & Wellbeing * Community Development * Sport & Exercise psychology   Able to demonstrate a commitment to the industry  Able to demonstrate where they have managed a small project in either a community or education setting | ✓  ✓ | ✓ | App/Int  App/Int  App/Int |
| **Knowledge of:**  Policies in one or more of the following areas:   * Sport * Physical Activity * Health | ✓ |  | App/Int |
| **Skills in:**  Sound working knowledge of Microsoft office i.e. Word, Excel, PowerPoint, Outlook  Is enthusiastic, motivated and has the ability to work as part of a team or individually  Can communicate effectively through the use of a range of written and oral skills  Is able to provide reports and is able to Monitor and Evaluate a variety of initiatives and projects  Has excellent organisational, planning and presentation skills  Has good interpersonal skills, with the capability to communicate effectively with professional staff and volunteers  Familiar with and able to use a range of social media platforms | ✓  ✓  ✓  ✓  ✓  ✓ | ✓ | Application  Interview  App/Int  App/Int  App/Int  Interview  App/Int |
| **Attitude and Temperament:**  Demonstrates professionalism at all times  Has the ability to work on own initiative  Is adaptable, flexible and able to contribute towards other areas of work as necessary  A commitment to undertaking continuing professional development opportunities  Uphold the Council’s Vision:  **“A Stronger Borough Together”**  and Values:   * **Accountability** * **Respect** * **Teamwork** * **Innovation** * **Customer Focus** | ✓  ✓  ✓  ✓  ✓ |  | App/Int  App/Int  Interview  App/Int  Interview |
| **Other**  To be able to travel around the county, access to and use of a car would be preferable. |  | ✓ | App/Int |

App = Application Form

Int = Interview