**OADBY AND WIGSTON BOROUGH COUNCIL**

**JOB DESCRIPTION**

**Job Title:** Sports Development Assistant – Community Health, Sport and Physical Activity (volunteer placement opportunity)

**Organisation:** Oadby and Wigston Borough Council

**Service team:** Health and Leisure team

**Hours:** 37 hours per week– (including some evenings & weekends)

**Duration:** Academic Year (i.e. September 2018 – July 2019)

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

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

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

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

**JOB CONTEXT:**

**Job Purpose:**

To assist the health and leisure team and local partners in the planning and delivery of the following work areas:

1) Events, including the Council’s annual Awards Evening

2) Consultation with local community groups

3) Marketing and communications

4) Signposting to sustainable activities (school/community link)

5) Monitoring and evaluation of programmes

6) Support the delivery of various sport and physical activity campaigns

7) Identifying funding opportunities and contributing to writing funding bids

8) 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.

**RESPONSIBILITY FOR RESOURCES:**

1. The post holder will be required to ensure that any data systems under his/her control are kept secure and properly managed.

**KEY FUNCTIONAL LINKS WITH:**

**Internal:** Allemployees of the Council and Elected Members.

**External:** Residents of the Borough the General Public, other Local Authorities, external suppliers and consultants, and other external bodies, partnerships and organisations as required.

**WORKING CONDITIONS & ENVIRONMENT**

1. The post is situated within the Main Council Offices at Station Road, Wigston. However you may be required to work from other sites and places within the Borough where your professional attendance is required.
2. The post holder may be required on occasion to work outside normal working hours to attend meetings or other occasions when your professional attendance is required.

**ADDITIONAL REQUIREMENTS**

1. This job description outlines the main duties of the post but does not exclude other duties, which may be undertaken to ensure the efficient operation of the department. Other duties required will be consistent with those listed above and appropriate to the title and grade of the post.
2. Ensure equality of opportunity for all people, in service provision and in employment, and to work in a non discriminatory manner in accordance with the Council’s Equality Agenda, pursuant to the Equality Act 2010.
3. Comply with the provisions of the Data Protection Act 1998, the Computer Misuse Act 1990, Human Rights Act and the Freedom of Information Act 2000, or any amendment or any statutory re-enactment thereof at all times.
4. To take all necessary steps in order to ensure that information acquired through their employment or contained within the Council is kept confidential.
5. This job description is a record as at the date below. Any changes to the job description will be carried out in consultation with the post holder, who will be expected to participate fully in such discussions. It is the Council’s aim to reach a mutual agreement to reasonable changes but if this is not possible the Council reserves the right to implement reasonable changes to the job description after consultation with the post holder.
6. Carry out all duties outlined above in accordance with all Council Policies and procedures.
7. To carry out any additional duties (as and when required) outside of the post holders duties to assist the Council in the operation and promotion of its business.

**Date Issued: March 2018**

**I have read and accept the above:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  |  |  |
| Signature: |  | Date: |  |

**Oadby and Wigston Borough Council**

**Person specification**

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| --- | --- | --- | --- | --- | --- |
| **Date Issued:** March 2018 | **Job Title:** Sports Development Assistant – Community Health, Sport and Physical Activity | **Team:** Health and Leisure  | **Salary Band:** Voluntary  | **Car Allowance level:** Engine Size dependent | **Employment Status:** Temporary |
| **Criteria**  | **Essential**  | **Method of Assessment** | **Desirable**  | **Method of Assessment** |
| **Experience (Paid/Voluntary):** | • In one or more of the following areas:* Sport
* Physical Health
* PE
* Community Development

• 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/IntApp/IntApp/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 |  ApplicationInterviewApp/IntApp/IntApp/IntInterviewApp/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/IntApp/IntInterviewApp/IntInterview |  |  |
| **Other:** |  |  | •To be able to travel around the county, access to and use of a car would be preferable | App/Int |
| **Assessment Key:**  | E = Evidence  | App = Application Form  | Int = Interview  | T = Test/Assessment  |