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| **Post: Sports Development Officer**  **Salary Range: £20,000 - £22,000**  **Location: Wakefield**  **Contract: Full-time Permanent** |

**Disability Sport Yorkshire**

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| Disability Sport Yorkshire is the Yorkshire-wide co-ordinating body for physical activity and sport for disabled people. We have been working across the region for over 30 years.    We deliver development activities, projects, training programmes and events in order to engage disabled people of all ages in physical activity and sport. We are outcomes focused and committed to bringing about change.  Following a period of recovery and regeneration, the need for our services has never been greater. With over a million disabled people in Yorkshire of whom only 18% are physically active there is still much work to be done. |

**The Post**

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| We are looking for an enthusiastic sports development officer with well-developed interpersonal skills to help us build a dynamic and accessible offer to disabled people across Yorkshire and the Humber; someone who can develop partnerships with a range of stakeholders and engage and inspire disabled people across Yorkshire and the Humber to take part in physical activity and sport.  This is a wide and varied role, and the successful candidate will have a broad skill set. The postholder will organise and deliver activities and events including the delivery of our ‘Sporting Futures’ programme in communities across Yorkshire, in partnership with local clubs and organisations. They will oversee the financial, physical and people resources associated with these projects and provide leadership to ensure the effectiveness and sustainability of the programme.  We are looking for candidates with excellent communication skills, experience of delivering sports coaching and training, proven organisation skills, ability to managing projects and able to work on their own initiative. |

**Key Responsibilities**

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| **General responsibility**   * To promote the organisation’s values and aims and demonstrate a commitment to equality and the positive value of diversity. * To advocate for, and on behalf of Disability Sport Yorkshire and inclusive sport. * Contribute to the development of DSY as a sustainable charity, adding value and demonstrating impact.   **Strategic work**   * Increase the number of disabled people who have access to sport and/or physical activity in a location of their choice. * To develop partnerships to promote and deliver physical activity and sport opportunities across Yorkshire. * Promote active involvement and inclusion of disabled people across the sports sector in Yorkshire. * Contribute to the development, maintenance, and delivery of the DSY strategic plan.   **Development and partnerships**  • Work with colleagues on the identification, development, and delivery of opportunities in sport and active recreation for disabled people.   * Identify and work with relevant partners to develop joint initiatives in the promotion of inclusive projects, opportunities, events, and training. * Work in collaboration with local providers and disabled people, matching training and other initiatives to local amenities and interests.   **Project work**  **•** Build capacity across the sporting sector to facilitate the understanding of sporting bodies on how to promote, attract and sustain the involvement of disabled people.   * Through our ‘Sporting Futures’ programme and events, foster opportunities to facilitate the inclusion of disabled people in their local sporting communities in a variety of roles. * Increase opportunities for disabled people to gain skills and experience to volunteer and/or work within sport and active recreation. * Develop and deliver training programmes for disabled people to gain the qualifications to play their part, so many more disabled people can get active.     **Fundraising and Resources**   * Assist in developing funding bids to foundations, trusts, government, other public sector organisations, or other potential funders.   • Ensure all the required project evaluations, end of project reports and financial information is made available to funders to the required deadlines.  **Monitoring and evaluation**   * To provide regular progress reports for all relevant partners and funders. * Monitor, evaluate and record key areas of work against established baseline and key outcomes and provide quarterly reports to all invested parties. * Collect ongoing data to inform the reporting requirements of regulatory bodies e.g., impact data for annual reports.   **Marketing and Communication**   * Produce attractive and accessible marketing and communications material to support all areas of work. * Use social media and the website to promote and raise the profile of DSY and its work. * Adhere to all guidelines associated with the various media outlets.   **Requirements for all posts:**   * All staff are expected to demonstrate consistently high standards of personal and professional conduct and maintain high standards of behaviour. * To contribute to the organisations’ understanding of diversity, inclusion, and equality and to ensure that this understanding informs all the organisation’s activities. * Attend staff and other meetings and participate in staff training and development events as required. * To adhere to the organisation’s policies and procedures including employment policies, equality and diversity, General Data Protection Regulation and Health and Safety arrangements. |

**Person specification**

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| **Qualifications and experience**  Degree in sport and leisure and/or equivalent relevant qualification/experience  **Essential Criteria**   * Experience of organising and delivering coaching, training, and events * Experience of working with volunteers. * Some experience working with disabled people. * The ability to engage, empower and motivate others. * Excellent inter-personal skills with evidence of relationship building skills. * Ability to communicate effectively with all sections of the community. * Strong organisational and administrative skills, self -discipline and attention to detail * Good IT skills including MS and spreadsheets and use of social media. * Project management skills and the ability to make good decisions under pressure. * Experience of community/sports development and associated monitoring and evaluation to achieve agreed outcomes. * Enthusiastic, self-motivated, adaptable, and proactive * Capacity to work independently.   **Desirable Criteria**   * Evidence of Continuing Professional Development (CPD) * Understanding of disability and equality issues * Experience of fundraising /grant application processes * Experience of planning and managing a budget |

**Other Role requirements**

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| Ability to travel independently and the flexibility to work unsocial hours on occasion. |

**How to Apply**

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| To apply please submit:   * An up-to-date CV which shows your full career history and achievements in each role. (Maximum 3 sides of A4) * A supporting statement setting out why you believe you are a good candidate for this post and how your experience will help you fulfil the requirements of the role. Please read the person specifications carefully and highlight how, from your current and previous roles and experience, you meet the stated essential criteria of the role. (Maximum three sides of A4). * Please supply details of two referees, one of whom should be your current or most recent employer. Please indicate if you would be happy for us to contact them as part of the recruitment process. Referees will not be contacted without prior consent. * Please note that as we work with vulnerable children and adults, this post is subject to an Enhanced Disclosure and Barring Service check.   Please submit your application to [jrussell@disabilitysportyorkshire.org](mailto:jrussell@disabilitysportyorkshire.org)  Closing Date for applications: 28 November at 10.00am  Interviews are likely take place on either the 6th,7th or 8th of December  For further details, please contact Judith Russell on the email address above. |

Federation of Disability Sports Organisations Ltd

(operating as Disability Sport Yorkshire)

Denhale Active Recreation Centre

Denhale Avenue

Wakefield

WF2 9EF

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