

## JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Community Sport and Physical Activity Development Officer</b>
<b>SALARY:</b>	24,350 – 25,000
<b>TERM:</b>	3 year post - Full-time
<b>LOCATION:</b>	Based at the SASP office with flexible working available.
<b>HOURS OF WORK:</b>	37 hours per week Some unsociable hours will be required
<b>RESPONSIBLE TO:</b>	Senior CYP Operations Manager

### Main Purpose of the Job

This role will work with local communities to support the development of opportunities for children and young people to engage in sport and physical activity. The postholder will be required to work with schools, local authorities and community organisations to bring the voice of young people and the support they articulate they would like to fruition in a place. There will also be an element of active travel work with schools within this role.

### Key Duties of the Job,

Building sport and physical activity for less active or less engaged children and young people into communities.

Provide training opportunities for sports and physical activity leadership within the community.

Help to establish networks within the local community to increase sustainable opportunities for sport and physical activity for children and young people. This will include being place-based and community led, co-designing with communities, building on the existing local assets to create capacity by leveraging the strengths within those communities.

Work with schools and other stakeholders to encourage modal shift on the school journey away from the private car to more sustainable and healthy modes of transport such as cycling, walking and scooting.

### Summary of Responsibilities

1. To make strong trusted connections with key organisations in targeted towns and surrounding villages to identify opportunities for young people to take part in sport and physical activity.



2. To work with children and young people in schools to identify barriers to participation and develop initiatives to provide sustainable opportunities.
3. To support the work of Local Community Networks to implement ideas and strategic outcomes of these groups that further the opportunities for sport and physical activity in the wider communities.
4. To seek funding opportunities to develop more long-term opportunities in physical activity and sport.
5. To provide and promote leadership opportunities in sport and physical activities to help sustainable opportunities.
6. To work across SASP, enhancing the offer to communities through the key strands of Active Communities and Children and Young People identified in the Somerset Moves Strategy.
7. To attend all SASP staff and Children and Young People Team meetings.
8. To plan, monitor and evaluate the effectiveness of the role on a termly basis through impact reports and case studies
9. Produce and present reports and attend meetings where appropriate.
10. Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with, adhering to the SASP Safeguarding and Protecting Children policy.
11. Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation and the SASP Equality and Diversity policy.
12. Contribute to the overall ethos, work and aims of SASP.
13. Establish constructive relationships and communicate with other agencies/professionals.
14. Use community insights, evaluation and learning to inform the development of community led programmes and projects.
15. Undertake any other duties commensurate with the nature and grading of this post or at the direction of the line manager.

## General Information

All work performed/duties undertaken must be carried out in accordance with relevant SASP policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.

Date: 24th September 2024



**Community Sport and Physical Activity  
Development Officer**

## PERSON SPECIFICATION

### Community Sport and Physical Activity Development Officer

<b>JOB REQUIREMENTS</b>	<b>ESSENTIAL/ DESIRABLE</b>
<b>Knowledge</b>	
1. Experience of working with local communities and organisations	Desirable
2. Knowledge of some of the barriers for young people accessing sport and physical activity.	Essential
3. Knowledge of existing local organisations offering opportunities to children and young people.	Desirable
4. Experience of establishing and developing partnerships with community groups.	Desirable
<b>Skills and Abilities</b>	
4. Competent in the use of Microsoft Office 365 & cloud based databases and software (incl. excel, word, teams) and other computer-based systems and hardware	Essential
5. Excellent organisation skills	Essential
6. Ability to prioritise workload and time manage effectively	Essential
7. Ability to relate well to children and adults alike from differing backgrounds	Essential
8. Excellent interpersonal skills	Essential
9. Ability to work in isolation to tight timescales	Essential
<b>Experience</b>	
10. At least 2 years working or volunteering in a physical activity or sporting environment.	Essential
11. Experience of attending meetings and giving presentations to large audiences.	Desirable
12. Experience of working with community organisations and/or schools	Desirable
13. Experience of volunteering and volunteering opportunities.	Desirable
<b>Educational/Other</b>	
14. GCSE English & Maths Grade A*-C	Essential
15. Sports Coaching qualification or physical activity instructor qualification	Desirable

16. Current UK Driving Licence	Essential
17. First Aid and Safeguarding qualifications	Desirable
<b>Work-related Personal Qualities</b>	
18. Good communicator with a variety of people	Essential
19. Self-motivated and able to inspire others	Essential
20. Able to show courtesy and respect to others	Essential
21. Able to work flexibly to meet the demands of the job, including occasional evenings where required	Essential
22. Creative thinker with an ability to devise exciting sporting and physical activity initiatives	Desirable