

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Women's and Girls Development Officer
<b>SALARY:</b>	£25,700-£27,950 (Grades 17.1-16.3) per annum
<b>TERM:</b>	3 Years Fixed Term
<b>LOCATION:</b>	SASP Offices, Wellington, Somerset, TA21 9JQ with flexible working available
<b>HOURS OF WORK:</b>	37 Hours per week. Some unsociable hours will be required
<b>RESPONSIBLE FOR:</b>	Casual Coaches and volunteers where appropriate
<b>RESPONSIBLE TO:</b>	Deputy Chief Executive

### Main Purpose of the Job

We want to help Women and Girls to be more active in the ever-changing landscape right now, but also break down those barriers that women and girls face, empower them to move in their own way, remove that self-doubt, and most importantly, to enjoy it!

Working across Somerset, you will lead and deliver the 'In It Together', our programme for women and girls, helping them find ways of getting active that are right for them. The successful post holder will work with community groups, sports clubs, self-employed instructors and workplaces to target opportunities and deliver affordable sports and physical activity opportunities in the right place and time to reduce barriers and increase physical activity levels.

The successful post holder will work in partnership with Somerset Foundation Trust, NHS Somerset and workplaces across Somerset to collaborate around women's health, particularly the areas of the Menopause, Endometriosis and Pelvic Health.

Develop opportunities for girls who are dropping out of sport and physical activity during teenage years and developing deep-rooted negative attitudes towards it, which act as barriers throughout life.

We are looking for someone to join our enthusiastic and passionate team, who ideally can engage with a wide range of women and girls and has experience of planning and delivering activity sessions within a range of different environments, age groups and abilities. They will be passionate about sport and physical activity and have excellent communication skills.

### Summary of Responsibilities and Key Duties of the Job

1. To develop, co-ordinate and promote a women's and girl's physical activity programme to enable more females to become active and healthier, particularly those that are currently inactive.

2. To deliver targeted interventions and awareness raising around women's health, working to collaborate in partnership with NHS Somerset and Somerset Foundation Trust focusing on areas such as the Menopause, Endometriosis and Pelvic Health.
3. Work closely with the Children and Young People (CYP) team and School Games organisers to ensure a joined-up approach in developing opportunities for teenage girls, particularly those at risk of dropping out of sport. Collaborate with schools, academy trusts, and community partners to create a progression from school sports programmes, including School Games, to ongoing physical activity engagement.
4. Ensure a coordinated approach with strategic partners such as leisure providers, schools, National Governing Bodies of Sport, local sports clubs, and the CYP team to develop activities appealing to women and girls at different life stages, including teenage girls in School Games and similar initiatives.
5. To liaise with affordable housing providers, health professionals and other organisations and individuals working with women to reach those who may lack confidence and encourage them to participate in opportunities available.
6. Undertake consultation with women and girls from across Somerset and devise a programme of activities which meets the needs of women and girls from a range of demographics and appeals in particular to those women and girls from under representative groups.
7. Increase the number of women across Somerset aged 16+ who are taking part in at least 150 minutes of moderate intensity physical activity per week.
8. To proactively communicate and share impact, evaluation and learning through local channels and national networks so that successful intervention and change can be adopted, challenged and improved.
9. Take an insight led approach to understanding local need, women's and girls physical activity habits and shaping physical activity and sport and related investment in Somerset.
10. Consult with women and girls from across Somerset, including input from School Games networks, to develop a programme that meets the needs of women and girls from various demographics, including underrepresented groups. Collaborate with schools and the CYP team to align activities with ongoing youth engagement initiatives.
11. Act as a source of professional advice, information and guidance to help build strong and effective networks between SASP and key partners to increase the opportunities available to women and girls.
12. Develop communications programme in conjunction with the SASP Communications team to ensure local women and aware are aware of physical opportunities and have a forum to continue to engage with other local participants.

13. Develop innovative approaches to fundraising to secure and effectively manage new income streams from appropriate local, regional and national sources, to supplement existing funding and to deliver SASP's charitable purposes.
14. To provide advice, reports, and recommendations to senior officers and equivalents on projects to enable informed decision making and development which incorporates performance evidence, operational experience and user feedback.
15. Work with the This Girl Can team at Sport England to shape campaign work in rural areas.
16. To represent SASP and 'In It Together' on committees, groups and at networking events within the county, regionally and nationally.
17. Undertake any other duties and participate in projects 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: 15<sup>th</sup> October 2024

## PERSON SPECIFICATION

<b>Women's and Girls Development Officer</b>	
<b>JOB REQUIREMENTS</b>	<b>ESSENTIAL/ DESIRABLE</b>
<b>Knowledge</b>	
1. An understanding of the barriers preventing women and girls from participating in physical activity and adopting healthy lifestyles.	Essential
2. Knowledge of how to effectively market and promote activity courses	Desirable
3. Establishing and developing partnerships	Essential
<b>Skills and Abilities</b>	
4. Able to organise and prioritise effectively	Essential
5. Excellent communication (including presentation skills and reports) and interpersonal skills to develop and manage relationships with stakeholders and partners	Essential
7. Ability to work in a flexible manner and on their own initiative	Essential
8. Ability to gain trust and commitment from partners; developing, maintaining and managing relationships	Essential
9. Able to work effectively with computer-based programmes such as Microsoft Excel and Word.	Essential
10. A commitment to equality and diversity in working practices, with the ability to embed this across all aspects of work	Essential
<b>Experience</b>	
11. Experience of working with local communities and organisations, particularly in relation to work with women and girls	Essential
12. At least 2 years' experience of working in sport and physical activity or community development	Essential
13. Experience of working in women's health	Desirable
14. Experience of project management	Essential
15. Experience of community and partnership work	Desirable
16. Experience of organising/co-ordinating activities/events	Desirable
<b>Educational</b>	
17. Valid UK driving licence	Essential
18. GCSE English and Maths Grade A*- C/Level 4-Level 9	Essential
19. Sports Coaching qualification or physical activity instructor qualification	Essential
<b>Work-related Personal Qualities</b>	
20. Good communicator capable of generating enthusiasm with a positive approach.	Essential
21. Self-motivated and able to inspire confidence in others	Essential
22. Shows courtesy and respect to others	Essential