

## **Sport Development Officer (new appointments for Netball & Cycling 2021)**

**Term:** Full-time three-year fixed term appointment – which will be reviewed after completion

**Salary:** £30,000 per annum

### **Main Purpose**

As a Sports Development Officer for [insert sport] your role is to make sure that everybody has the chance to take part in your sport by ensuring that all sections of the community are aware of available activities and where they can go to get involved.

You will promote and organise sport-related projects, events, programmes, coaching, club development and training. You will also need to target those who want to take part for fun, as well as those who are interested in competing at all ages and at all levels.

The central aim is to increase participation in your sport, but you will also address issues of mental and physical health, wellbeing and social inclusion through taking part in sport.

### **Key Areas**

- motivate and facilitate people within the community to take advantage of all opportunities to participate in your sport.
- coordinate, deliver and promote relevant activities and events, often within a specific community or to targeted groups
- contribute to the development and implementation of sport development plans and other strategies for your sport
- identify initiatives and opportunities to promote and increase participation in your sport, particularly among under-represented groups
- work in partnership to support the Guernsey Sports Commission's initiatives in schools (early years, primary, secondary and Post-16) increasing participation and encouraging parental involvement/support
- support the provision of safe and secure club environments
- recruit, train, support, develop and manage coaches and volunteer staff in your sport
- evaluate and monitor activities and projects (establish success measures and KPIs)
- work with your sport's National Governing Body to ensure appropriate standards are maintained
- manage resources and a budget and identify potential opportunities for external funding

### **Key Partners**

- Guernsey Sports Commission
- Schools
- NGBs
- Other government bodies
- Other third sector organisations

### **Skills**

You will need to show:



- excellent leadership ability
- initiative, self-motivation and the ability to motivate others
- the ability to make decisions under pressure
- excellent communication skills, both written and oral, in order to communicate effectively with all sections of the community
- the ability to work with other individuals in a group setting
- project-management skills and the ability to manage people, including groups of volunteers
- the capacity to work independently
- negotiation skills and political awareness of current sports issues
- excellent organisation, administration and IT skills
- a practical commitment to sport and an in-depth knowledge of your sport
- the ability to build up good working relationships with client groups and partner bodies, and work in a team.

### **Requirements**

- Level 2 coaching qualification – or happy to work towards
- Driving licence
- Enhanced DBS check
- Confident user of IT including Word, Excel, Outlook etc
- Valid Right to Work/Certificate of Residency

