

JOB DESCRIPTION

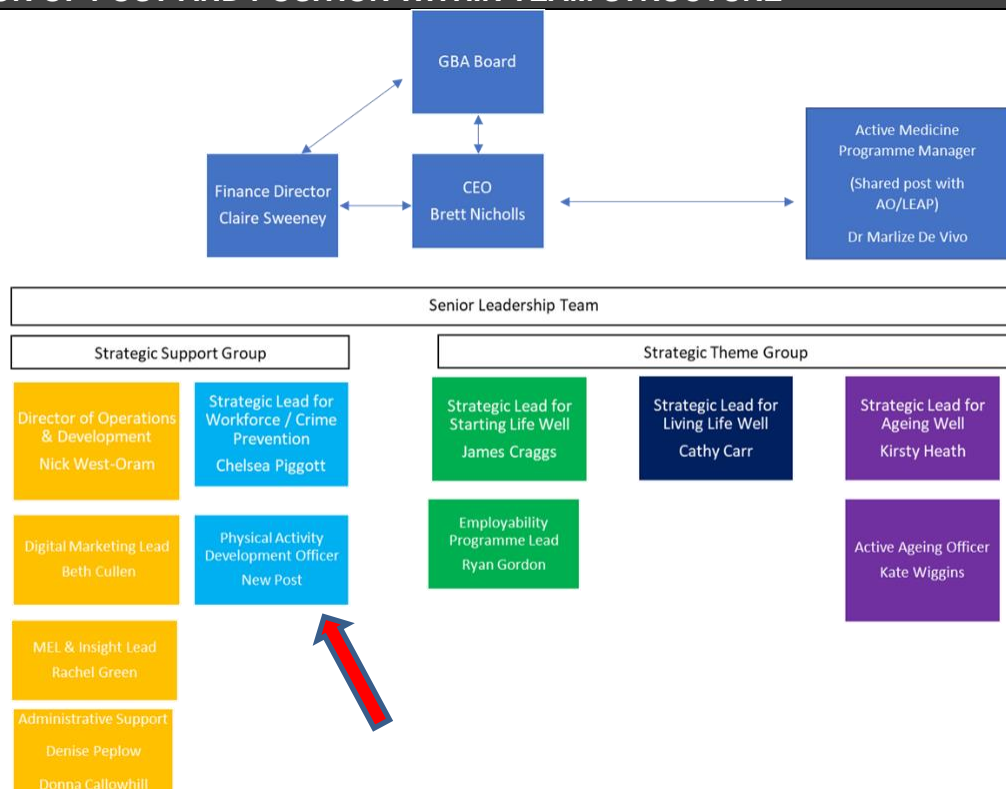
Job Title: Physical Activity Development Officer	Location: Hybrid (Office and Home based) GBA Office Bisham Abbey National Sports Centre Nr Marlow
Line Manager: Strategic Lead for Workforce and Crime Prevention	Hours of work: 37.5 hours per week Type of contract: Permanent
Salary: £20,000 – 27,000 Starting salary depends on experience	Line Reports: No direct line management responsibilities

JOB PURPOSE

The Physical Activity Development Officer will support Get Berkshire Active's (GBA) role in delivering Sport England's 'Uniting the Movement' strategy locally. GBA requires support across a range of themes and programmes including Workforce, Crime Prevention and Children and Young People and Adults to ensure that we meet our strategic objectives and in turn Sport England's. This role aims to:

- Contribute to GBA's work in Tackling Inequalities by providing support to the Workforce, Crime Prevention, Starting Life Well and Living Life Well themes. Starting Life Well (young people 0-25), Living Life Well adults 25 –60)
- Support the workforce needs of Berkshire physical activity deliverers and our partners
- Ensure GBA co-ordinates effective forums and networks to support our partners and grow our partnerships
- Liaising with a range of partners to plan, monitor and evaluate Starting Life Well Fund projects
- Work with partners to show the positive impact of projects primarily through case studies
- Collect insight and learning to help us plan future programmes and projects

DESIGNATION OF POST AND POSITION WITHIN TEAM STRUCTURE



MAIN DUTIES AND RESPONSIBILITIES

1. Identifying gaps in sport/physical activity provision and targeting partners accordingly
2. Identifying areas of support that projects may require and taking appropriate action such as additional training for the workforce
3. Liaising with a range of partners to plan, monitor and report on the Starting Life Well Fund
4. To support the use of our data collection tool, UPSHOT to collect KPIs and written case studies to help generate impact reports on our programmes.
5. Collecting case studies and sharing examples of good practice
6. Quality assurance through project meetings, regular communication over phone email and face to face meetings
7. Support the Insight Officer to build strong Impact, Evaluation and Learning tools across our workforce, crime prevention and Children and Young Peoples work.
8. Support the workforce needs of Berkshire physical activity deliverers and our partners
9. Organisation of GBA courses including booking forms, sourcing venues and tutors.
10. Contribute to the delivery of our Project500 programme, empowering women into the workforce.
11. Support the Workforce and Crime Prevention, Starting Life Well and Living Life Well lead with projects
12. Oversee various sections of our main website and workforce website to ensure content is up to date.

The job description is an interpretation of the responsibilities of the post at the time of writing and does not form part of the contract of employment.

The Physical Activity Development Officer will not be required to oversee a budget however they may occasionally be responsible for managing ad-hoc project budgets

PERSON SPECIFICATION

Qualifications / Education / Training:

	CATEGORY	ESSENTIAL	DESIRABLE
1	Five GCSE's A* - C	x	
2	Sport, Health or Community related degree		x
3	Evidence of Continuing Professional Development/ further study in related areas		x

Experience:

	CATEGORY	ESSENTIAL	DESIRABLE
1	Experience of working within the sport, health or physical activity sectors		x
2	Experience of working with hard to engage communities or groups		x
3	Experience of developing and maintaining excellent relationships with relevant stakeholders.	x	
4	Experience of working with partners to plan, monitor, report and evaluate projects	x	
5	Experience of planning events and forums		x
6	Experience of producing content for and publishing of websites		x
7	Experience of planning and co – ordinating training		x
8	Safeguarding experience in the sport, physical activity or community sectors		x

Knowledge, Skills and Abilities:

	CATEGORY	ESSENTIAL	DESIRABLE
1	Interest and passion for increasing participation in sport and physical activity.	x	
2	Knowledge and experience of working with key agencies responsible for delivering support for hard to engage communities		x
3	Knowledge of key issues affecting hard to engage communities, social / community / economic development and personal development agendas	x	
4	Knowledge of the physical activity and sport sectors		x
5	An understanding of working with young people and coaches, volunteers and leaders on health / social improvement initiatives		x
6	Excellent communication skills with the ability to develop and maintain relationships with a wide range of partners.	x	
7	Excellent Project Management skills and understanding of processes		x
8	Competent use of Word and other relevant IT programmes	x	
9	Ability to uphold confidentiality	x	
10	Committed to equal opportunities	x	
11	Awareness of data protection protocols		x
12	Knowledge of Safeguarding in the sport, or community sectors		x
13	Knowledge of local need within Berkshire		x

Additional Requirements

	CATEGORY	ESSENTIAL	DESIRABLE
1	Genuine desire to contribute to the health and well-being of local communities.	x	
2	Willingness to be involved in professional development opportunities	x	
3	Flexibility to work evenings and weekends when required	x	
4	Access to a car and appropriate insurance to travel for work	x	
5	Willingness to act as coach / facilitator to deliver activities / sessions where necessary		x