

JOB DESCRIPTION

- Post Title:** **Development Officer (12 month fixed term)**
- Location:** The main headquarters of the Charity is at Morley (Leeds) with a number of posts located in local offices with our Partners. The post holder is expected to adopt a flexible approach to their work. In this case the main location will be split between Morley and Kirklees partner offices.
- Salary:** £21,883 - £26,441 per annum based on 37 hours per week (plus travel expenses and pension contribution)

PURPOSE OF POST

- Assisting with the delivery and implementation of sports development programmes across South Yorkshire and / or West Yorkshire.

DUTIES AND RESPONSIBILITIES

- Develop specific projects related to the post and local need. Participate in project planning and management.
- Coordinate the operation of on-going projects or programmes.
- Communicate effectively in formal and informal situations with a range of partners by a variety of means.
- Work with target markets such as schools, people with long term conditions and disabilities, black and minority ethnic (BAME) communities, women and girls to encourage involvement and interest in sport development and physical activity programmes and other initiatives.
- Assist with the development of marketing and promotional materials appropriate to the individuals/groups worked with.
- Work with colleagues and partners to source and prepare funding strategies and business plans to attract additional funding or sponsorship.



- Assist and undertake administrative tasks as required to effectively monitor and deliver sports and activity programmes.
- Assist with research into evaluating and developing sport development programmes and other initiatives as required.
- Travel to venues to meet the needs of the organisation.
- Assist in the identification and undertaking of her/his own training and development requirements in accordance with the appropriate organisation employee development scheme.

And any other duties commensurate with the grade and falling within the scope of the post, as requested by Management.

Responsible to: Responsible to Development Manager

EMPLOYEE SPECIFICATION

Post Title: Development Officer **Location:** Kirklees and Morley

	CRITERIA	RANK	HOW IDENTIFIED
Relevant Experience	<ul style="list-style-type: none"> • Experience of sports development in a public, private or voluntary capacity. • Experience in designing, implementing and reviewing sports initiatives/plans. • Experience in creating and managing effective relationships with stakeholders, partners and customers. • Experience of project management. • Experience in event organisation. 	<p>A</p> <p>A</p> <p>A</p> <p>B</p> <p>C</p>	<p>All will be identified through the</p> <ul style="list-style-type: none"> • Application Form • Interview
Education and Training Attainments	<ul style="list-style-type: none"> • Educated to degree level or equivalent, or ability to work at this level. • Other development or learning relevant to the post. 	<p>A</p> <p>C</p>	<p>All will be identified through the</p> <ul style="list-style-type: none"> • Application Form
General and Special Knowledge	<ul style="list-style-type: none"> • A good knowledge of current insight into factors relating to increasing participation. • Understanding of National Governing Body work. • An understanding of the current issues facing Local Authorities. • Knowledge of the role of Active Partnerships. 	<p>A</p> <p>B</p> <p>B</p> <p>B</p>	<p>All will be identified through the</p> <ul style="list-style-type: none"> • Application Form • Interview
Skills and Attributes	<ul style="list-style-type: none"> • Excellent communication and interpersonal skills with the ability to communicate with people at all levels. • Ability to lead and motivate others. • Good written and oral skills. • Be able to work efficiently on own initiative, under pressure and maintain a high standard of work. • Computer literate. 	<p>A</p> <p>A</p> <p>A</p> <p>A</p> <p>A</p>	<p>All will be identified through the</p> <ul style="list-style-type: none"> • Application Form • Interview

Any Additional Factors	<ul style="list-style-type: none"> • Must be able and willing to work unsocial hours including regular evenings and occasional weekends. • Current full driving licence or ability to travel around South Yorkshire and West Yorkshire effectively. • Subscribe to the values of Yorkshire Sport Foundation 	A A A	All will be identified through the <ul style="list-style-type: none"> • Application Form • Interview
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Please make sure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criteria on your application form. The letters A, and B in the “Rank” column refer to the importance we will give your answers when we read your applications. You must have all the A’s on day one to be able to do the job, you need to have all the B’s to do the job, but they could be learnt during the induction. We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled people. We have tried to do this, but if you have a disability and identify any barriers in the job description or employee specification, please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.

Where criteria are to be identified through the “Selection Process”, this may involve written exercises, practical tests, group discussions, presentations, interviews.