

JOB DETAILS FORM

JOB OUTLINE	
JOB TITLE: Club & Community Sport Development Officer	JET CODE: 7213
SERVICE: Infrastructure - Sport, Countryside & Leisure Service	
DIVISION: Partnerships & Community Services - Infrastructure	
REPORTING TO: Team Manager – Active Business Unit	
RESPONSIBLE FOR: Supporting volunteers	
JOB PURPOSE: To support local community sports clubs and groups with the planning and development of community sport within East Lothian, through the identification of community needs and priorities, responding to these needs as appropriate in line with Council policy.	
MAIN DUTIES Oversee the planning, delivery, monitoring and evaluation of Community Sport Hubs. Adopt a 'Changing Lives' approach to proactively use sport and physical activity as an intentional tool to achieve both increased participation and wider social outcomes. Build strong relationships with a range of key internal and external stakeholders. Develop the integrated planning between local sports clubs, sports development, Active Schools, education and other relevant parties to maximise resources and ensure a strategic approach to improving community participation in sport & physical activity. Provide advice and guidance on opportunities for local sports clubs and community groups to access sources of external funding. Develop training and support opportunities for people involved in the organisation and delivery of sport in East Lothian in areas such as but not limited to club governance and business support. Support volunteers and sports coaches by providing an annual calendar of education and training courses including first aid and safeguarding. Work with communities to, develop project plans or business cases for proposals and give advice and guidance on Council policies & processes, fundraising and development planning. Work in partnership with sportscotland to support sports clubs receiving Direct Club Investment (DCI).	

Support local community sports clubs and groups with the development of community led facility and capital projects and asset transfer requests.

Monitor sport & leisure related facility development projects.

Work with local community sports clubs / groups and internal colleagues through relevant corporate asset processes whilst insuring best value and rationalisation of sport and leisure assets.

Work with colleagues in Property Services on the planning and delivery of any facility projects relating to the Active Business Unit identified in the ELC Capital Plan.

Support sports related projects in receipt of developers contributions identified as a result of new housing across the authority.

Work with colleagues in Legal Services and Estates Management on the development, monitoring and renewal of leases and service level agreements with sports clubs and community groups.

Lead on the development of the Active Business Unit joint planning groups including but not limited to equality & inclusion, minimum operating standards, training opportunities.

Work with internal and external partners to ensure best practice relating to safeguarding protecting children and vulnerable adults in sport.

Provide a link between the service and key internal and external partners including Community Learning and Development and the third sector interface.

Promote the Council's ongoing commitment to reducing inequalities in and between communities.

Such other reasonable duties appropriate to the grading of the post as required by the Team Manager – Active Business Unit or Service Manager.

ESSENTIAL REQUIREMENTS FOR THIS ROLE

Qualifications/Experience:

- Educated to degree level in a specific discipline ie sport or physical activity and/or be able to demonstrate substantial equivalent knowledge, skills and competences gained through relevant experience with previous experience of leading and supporting capital projects with community groups and planning, developing and evaluating community sport.

Disclosure Scotland:

- PVG Membership (Children) is an essential requirement of this post. ELC will submit a PVG application on behalf of the preferred candidate and receipt of the subsequent PVG certificate will be required prior to commencement.

Scottish Social Services Council:

- None

PERSON SPECIFICATION		
Attributes	Essential	Desirable
Education, Registration & Training	Educated to degree level in a specific discipline ie sport or physical activity and/or be able to demonstrate substantial equivalent knowledge, skills and competences gained through relevant experience.	A current driving license and/or use of a vehicle to travel between locations.
Previous Experience (Paid & Voluntary Work)	Must have significant experience of working at a similar level in a sport and activity related area. Must have experience of leading and supporting capital projects with community groups. Must have considerable proven project and budget management experience Significant experience in successful partnership working and the ability to identify good practice. Experience of securing funding for sport and leisure related activities and projects. Significant experience in the planning, monitoring and evaluation of community sport. Experience of building strong relationships and providing support to deliver shared objectives.	Experience in promoting the role of physical activity, physical recreation and sport as a contributor to community planning
Knowledge/ Skills /Competencies	Ability to prepare plans in partnership with key agencies	Knowledge of safeguarding protecting children and vulnerable adults.

	Ability to prioritise tasks, meet deadlines and work on own initiative. Clearly demonstrate high level communication skills, both written and verbal. Confident in using Microsoft Office packages and have a knowledge of websites and social media. Knowledge of capital projects including planning considerations, funding options and best value options appraisals. Knowledge of governance and business planning for community sports clubs. Excellent interpersonal and relationship building skills. Effective influencing and negotiating skills Effective organisational and time management skills	
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