

**Job Outline**

Post:	Development Officer (Club Development)
Service:	Community Activities
Section:	Community Pathways
Grade:	G8

Job Summary:

The Club Development Officer will play a key role in strengthening the development, sustainability and impact of sports clubs across East Ayrshire, with a strong focus on sports development and clear school-to-club pathways. Working closely with Active Schools, Community Sports Hubs, National Governing Bodies and local partners, you will support clubs to be well-governed, inclusive and ready to receive participants progressing from school sport into community and club environments, contributing to our vision of a more active East Ayrshire where everyone benefits from sport.

You will also contribute to the planning and delivery of a co-ordinated programme of high-quality local and national sporting events within Ayrshire360 facilities. These events will support club development objectives, provide competitive and developmental opportunities for participants, showcase local clubs and talent, strengthen community engagement, and enhance the profile of sport across Ayrshire360 and the wider area.

Through a determination to deliver our Vision you will strive to exceed the expectations of our Strategic Framework and in doing so promote and recognise the importance of our vision and values;

- **B**eing honest and demonstrating integrity at all times
- **E**ngaging and inclusive with our people, partners and stakeholders
- **S**triving for continuous improvement by being ambitious and aspirational in all that we do
- **T**aking responsibility and being accountable for our organisation and our service delivery

A. SECTION STRUCTURE CHART



B. KEY AREAS OF PERFORMANCE

1. Actively promote, and communicate, the vision, mission and values of Ayrshire360, encouraging positive engagement.
2. Co-ordinate change arising from current and future service delivery re-alignments ensuring a proactive approach in the development of new working arrangements with partners and employees across Ayrshire360.
3. Act as an ambassador for Ayrshire360, working collaboratively with all key partners and stakeholders developing and maintaining close working relationships, and at all times demonstrating honesty and integrity.
4. Support the development of policy and take the lead on relevant policy where appropriate.
5. Support innovation and creativity in all partnership working, in order to identify, develop and deliver projects that enhance all development programmes.
6. Work collaboratively with all service areas, and with all partners, stakeholders and communities to engender a more cohesive and corporate approach to joint working.
7. Maintain an up to date knowledge of current developments and trends ensuring that the service aspires to be at the cutting edge.
8. Ensure day to day responsibility for the management and supervision of venues and/or assets, providing the highest standards of care, conservation and security through the delegation of specific responsibilities to specialist teams in order to protect against theft, loss or damage.
9. Support a culture of collaborative leadership across all activities promoting a positive, outward facing, high-performing, customer-focused service delivery.
10. Co-ordinate opportunities for innovative delivery of all activities including a modern and agile approach to working.
11. Work within a best value context, supporting continuous improvement of service delivery and ensuring that the vision, mission and Corporate Delivery Plan expectations are exceeded.
12. Assume day to day responsibility for the management and support of programmes and activities including the co-ordination of projects, initiatives and commercial services, ensuring that facilities are fully utilised, cost-effective and customers are fully engaged, in accordance with the Ayrshire360's Strategic Vision and Delivery Plans.
13. Exemplify, at all times, the culture of the organisation, by demonstrating our B.E.S.T. values.
14. Implement a positive ethos through the effective development and involvement of our people, and ensure that they are appropriately empowered, trained, valued and supported.

15. Lead, develop and manage our people in accordance with Ayrshire360's policies, setting and achieving clear aims and objectives to ensure that Service Delivery Plans meet pre-determined performance targets and outputs.
16. Support the implementation and effective reporting of qualitative and quantitative performance indicators including national statutory requirements.
17. Review and analyse statistical information, making recommendations on improvement as agreed with the Strategic Lead.
18. Co-ordinate the development and monitoring of specific service action plans ensuring that all resources are prioritised in support of service delivery and priority outcomes as agreed with the Strategic Lead.
19. Prepare applications for external funding and provide advice and guidance to colleagues and partners on the identification and development of income streams to support programme and service development.
20. Plan and procure supplies and services in order to support the implementation of Service Delivery Plans.
21. Adopt the principles of project management to support the implementation of Service Delivery Plans.
22. Work collaboratively across the organisation identifying creative business opportunities in order to enhance service delivery.
23. Drive forward Ayrshire360's commitment to environmental best practice and use resources as efficiently and effectively as possible in the operation of our business.
24. Explore new opportunities to promote sustainability through the implementation of the Corporate Delivery Plan.
25. Develop and strengthen strong working relationships with **sportscotland**, National Governing Bodies, local clubs and wider Ayrshire360 services.
26. Working collaboratively with stakeholders and partners to develop identified Community Sports Hubs.

C. ACCOUNTABILITIES

27. Promote the health and safety of employees at work and of service users undertaking and implementing appropriate risk assessments and ensuring compliance with Ayrshire360's policy on health, safety and welfare at work and Service Health and Safety arrangements in accordance with all relevant statutory requirements.
28. Ensure all activities for which the post holder is responsible are delivered in accordance with Ayrshire360's Equality and Diversity Policies and the statutory, general and specific Equality Duties.
29. Ensure that the Ayrshire360's Customer Service and Customer Charter is followed in all dealings with the people we serve.
30. Adhere to Ayrshire360's policies and procedures for good records management across the Services, ensuring that the correct information is created, maintained, stored and retrieved in accordance with business need and statutory and legislative requirements.
31. Implement and participate in Ayrshire360's Reviewing B.E.S.T. Practice process annually with all team members in accordance with Ayrshire360's procedures.
32. Ensure all materials and equipment provided to assist in carrying out the duties of the post are properly secured in accordance with Ayrshire360's policies and procedures.
33. Support the Strategic Lead in the effective management and monitoring of service budgets in accordance with Ayrshire360's Financial Regulations to ensure the most cost effective delivery of services.

34. Advise the Strategic Lead, colleagues and customers on relevant service policy, preparing reports, briefing papers and statistical information and attending meetings as required.
35. Exercise initiative and discretion within the overall strategic framework of Ayrshire360 to support the implementation of delivery planning priorities.
36. Represent Ayrshire360 at appropriate external events and meetings in accordance with the remit and status of the post.
37. Attend and report to appropriate team meetings and working groups as defined by the Strategic Lead.
38. Contribute to the effective development and maintenance of administrative, management information and financial systems.
39. Ensure that management information and administrative systems across Ayrshire360 services meet the statutory requirements for performance standards set out by national governing bodies and the Data Protection Act.

This outline is indicative of the nature and level of responsibilities associated with this post. It is not exhaustive and the post holder may be required to undertake other duties and responsibilities commensurate with the grade.

Designation: Development Officer (Club Development)	Post No:
Service: Community Activities	Section: Community Pathways

Attributes:	Essential Criteria	Desirable
Qualifications	SVQ Level 4 in a relevant discipline or relevant demonstrable experience.	
Knowledge & Skills	<ul style="list-style-type: none"> Knowledge of Health and Safety relevant to the remit of the post and associated environment. Knowledge of safeguarding procedures for children, young people and vulnerable adults in sport. Ability to co-ordinate and supervise employee's work, sometimes across multiple locations. Ability to complete tasks within a context of competing demands. Ability to build good working relationships at all levels. Effective planning and organisational skills. Effective interpersonal and communication skills. Ability to write effective workplace reports. 	<ul style="list-style-type: none"> Working knowledge of the services provided by Ayrshire360 Knowledge of project management methodology Knowledge of East Ayrshire Sports Council Knowledge and awareness of Community Sports Hubs and Active Schools.

	<ul style="list-style-type: none"> • Ability to recognise and demonstrate good customer service skills • Demonstrate current continuous professional development 	
Experience	<ul style="list-style-type: none"> • Experience of supporting and developing sports clubs. • Experience of working with National Governing Bodies for Sport • Experience of collaboration with national projects including Active Schools. • Experience of developing and maintaining positive relationships with clubs, coaches, volunteers and athletes. • Developed and implemented risk assessments • Engaged with and sustained effective working relationships with a range of stakeholders • Contributed to the development and planning of services • Reported on employee performance, absence management and completed personal development plans • Utilised management information systems • Assisting with the procurement of services including the drafting of specification documents • Assisted in collating, analysing and reporting performance or statistical information • Assisted in management of revenue and capital budgets • Assisted with the drafting of funding applications • Working in a fast paced customer/visitor focused environment • Experience in the use of Microsoft Office packages • Experience in applying innovative and creative thinking in the development of programmes and projects 	<ul style="list-style-type: none"> • Contributed to the drafting of reports, policies and strategies • Experience of supporting sports clubs through safeguarding implementation and action of procedures. • Experience of Community Asset Transfer/Facility Management Arrangements.

VALUES:	VALUE STATEMENTS
Honesty & Integrity	Being honest and demonstrating integrity at all times

Engaging & Inclusive	Engaging and inclusive with our people, partners and stakeholders
Ambitious & Aspirational	Striving for continuous improvement by being ambitious and inspirational in all that we do
Responsible & Accountable	Taking responsibility and being accountable for our organisation and our service delivery