

JOB DESCRIPTION

Job Title: Disability Sport Development Officer (West)		Ref No:	JE Ref: G505
Department: Education, Skills and Community Wellbeing		Band: Band 8	Location: Office Base to be confirmed subject to appointment (Stewartry or Wigtownshire)
Responsible To:	Team Leader Inclusion, School and Community Hubs		
Responsible For:	Casual Coaches, Volunteers		
Job Purpose:	To manage, develop and co-ordinate a comprehensive disability sport programme in line with the Council's Leisure & Sport Strategy. To work in partnership with key local and national agencies to develop a quality disability sport development programme and structures which ensure opportunities are available for local people with a disability to develop and sustain high levels of participation, development and performance in disability sport in Dumfries and Galloway.		
Main Responsibilities:	• To identify needs and develop disability sport initiatives in the West area of the region (West= Stewartry and Wigtownshire). • To manage, develop and co-ordinate a range of new, innovative and exciting programmes to increase disability sport opportunities, ensuring high standards of service delivery across Dumfries and Galloway and continue to develop pathways into club development. • Co-ordinate the programming and development of Disability Sport, liaising with Facility Managers, coaches and clubs. • Develop and deliver a progressive programme, which allows opportunity for people to participate in the disability sport programme and reach high levels in a range of priority sports. • Create and deliver a Disability Sport plan, providing reports and performance indicators based upon the targets set.		
Job Activities:	• Develop relevant regional competitions and events to increase opportunities for people with a disability to take part in National competitions. • Develop and support club and coach development programmes to encourage local sports clubs to be inclusive to people with disabilities. • Maintain and develop effective links with key agencies involved in the development of disability sport including Scottish Disability Sport, Special Olympics, National Governing Bodies, sportscotland, Dumfries & Galloway Branch of Scottish Disability Sport and local district disability sport groups and Schools. • Coordinate, organise and promote a Disability Sport Education/Coaching Training and Development Programme. • Monitor and evaluate all disability sport development programmes, events and competitions. • Assist the Principal Officer in the financial management of the activities and resources under the post holder's control, including the meeting of financial targets and charges.		

	• Create and deliver a Disability Sport plan, providing reports and performance indicators based upon the targets set. • Lead, liaise and attend relevant meetings where requested or required. • Develop the business of Disability Sport within the region and nationally. • Promote Disability Sport activities to members of the disability database, relevant local organisations and the public of Dumfries and Galloway. • To prepare reports, compile information and maintain all appropriate statistics as required by the Principal Officer. • To be aware of current development and trends in disability sport in order that Leisure and Sport takes full advantage of these. • To develop and maintain contacts and liaison with external leisure and sport coaches within the community in order to maximise use of such services. • To ensure that all Leisure and Sport Development programmes and activities for which the post holder is responsible, fully comply with Health and Safety legislative requirements. • To undertake Staff Development as appropriate. • Any other duties commensurate with the level and nature of the post as detailed by the Service Director.	
Performance Management	<i>The job activities listed are not exhaustive and may be added to or amended consistent with the job purpose.</i> • To manage your own performance and any staff you may be responsible for in accordance with the Council's values of Customer First, continuous improvements, openness and honesty, local decision making and team working. • To achieve the agreed performance targets detailed in the work plan and contribute to performance appraisal activities. • To manage your own performance in compliance with all Codes, Regulations and procedures including Code of Conduct, Health and Safety and Governance. • To manage risk, promote risk awareness and prioritise work in light of the risk analysis. • To actively commit to the Council's equality and diversity vision statement and associated policies that promote fairness and equality and celebrate diversity, in dealing with colleagues, clients and service users. • To take all reasonable measures to limit carbon emissions and reduce energy/ resource consumption when undertaking work activities.	
Prepared by:	Scott McMeeken	Date: December 2021