



JOB DESCRIPTION

Job Title: Active Schools & Community Sport Officer		Ref No:	JE Ref: G312(2)
Department: Education, Skills and Community Wellbeing	Band: 9	Location: Various	
Responsible To:	Active Schools and Community Support Manager		
Responsible For:	Volunteers and community coaches delivering community wide sport and physical activity programmes.		
Job Purpose:	• Increase participation in sports and physical activity in Dumfries and Galloway in order to improve health, communities and creating higher levels of performance. • Increase the number of people of all ages participating in sport and physical activity. • Increased capacity through the recruitment, retention and development of a network of volunteers to deliver sport in schools and the wider community.		
Main Responsibilities:	• Recruit, retain and develop a network of volunteers, coaches, leaders and teachers who in turn deliver opportunities in school and community sport • To develop and sustain effective partnerships to ensure the successful delivery of school and community sport plans locally. • Increase the number of young people engaging in volunteering as sport leaders and coaches in both school and community settings • Increase the quality and range of opportunities offered through school and community sport • Increase participation amongst under-represented groups across all sectors of the community including disadvantaged groups. • Develop effective pathways between school and sport clubs to support the transition from school to community sport • Motivate and inspire school aged children to participate in sport by delivering programmes designed to maximise engagement with Legacy programmes. • Develop a network of sustainable clubs and supporting pathways for coaches and athletes.		
Job Activities:	• To assist the School and Community Sport Manager/Principal Officer in the preparation and control of budgets, plans and strategies. • To attend and represent Leisure and Sport at a local and regional level on relevant partnership forums as required. • To prepare reports, compile information, and compile statistics as required by the Management team. • To be aware of current recreational, health and wellbeing and sporting development and trends in order that Leisure and Sport takes full advantage of these. • To undertake staff development as appropriate • To ensure all programmes and activities the post holder is responsible for, fully comply with Health and Safety legislative requirements. • Any other duties commensurate of the level of the post as required as directed by the Leisure and Sport Management Team.		

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:	Richard Grieveson	Date: 22/01/2013