
Recruitment information

Job description and person specification

Your title	Senior Sport and Health Development Officer
Post number	CS203
Your team	Leisure and Cultural Services
You would be based	Civic Centre, High Street, Esher
Your line manager	Leisure and Cultural Services Manager



Elmbridge

Borough Council

... bridging the communities ...



About the role

You will be passionate about improving the sport, health and physical activity of our residents and making Elmbridge a great place to live, work and play.

You will have the opportunity to manage a team driving new sport, health and physical activity initiatives, working with vibrant sports clubs and a wide range of voluntary sector groups, volunteers and other Council teams leading activities across the Borough. You will be working within a great team environment seeking to improve the lives of some of our most vulnerable and deserving residents.

With an excellent personal development programme and support you will have the opportunity to shape your own development and growth and make a real impact in the community.

The main purpose of the role:

To work with the Leisure and Cultural Services Manager to deliver and review the Elmbridge Active Everyday Physical Activity Strategy 2015 – 2020 and be responsible for ensuring the actions plans are reviewed and updated annually in order to improve the health and physical activity of our residents.

To seek opportunities to work closely with other agencies (Surrey Heartlands, Active Surrey, CCGs, Health Professionals) to deliver the Surrey Health and Wellbeing Strategy (2020-2030) and Wider Determinants of Health.

To work in partnership with other agencies in providing innovative and targeted physical activity opportunities from participation through to performance, for all sections of the community, through volunteers, community groups and sports clubs.

To organise and develop, directly and in partnership with others, a wide range of physical activity opportunities including courses, coaching to increase participation and physical activity levels.

To establish closer school/club links to enable young people to improve their activity levels confidence, skills and to increase their participation in sports activities.

To provide support for voluntary\ sporting organisations to access funding, deliver development plans to support the improved health and physical activity of the Borough.

Specific duties and responsibilities

To work in partnership with the Voluntary Sector, Active Surrey, Public Health, local organisations, National Governing Bodies of sport, Sport England and other officers to deliver and promote sport and physical activity opportunities to all ages, to improve health outcomes and to achieve the targets set out in the Surrey Health and Wellbeing Strategy, Elmbridge Active Everyday Physical Activity Strategy and the Wider Determinants of Health.

Oversee and manage the Sports and Health Development Team to develop and organise an Elmbridge team to compete in the annual Surrey Youth Games and establish exit routes into local clubs for those who compete, ensuring policy and procedure are adhered to.

To effectively manage the Sports and Health Development team to develop and organize physical activity opportunities, including but not limited to a comprehensive Healthy Walks and Cycles programme and Exercise Referral programme.

To effectively manage the Tennis Development Officer to oversee delivery of the Tennis Development Plan and effective running of the Parks Tennis programme.

Effectively manage the workload of the Sports and Health Development Team, conducting regular 1 to 1 meetings and staff appraisals.

To organise and develop both directly and in partnership with others, a programme of training, coaching and leadership courses for coaches and all other persons involved in the delivery of sport, health and physical activity.

To organise and develop both directly and in partnership with others an annual programme of sport, health and physical activities from foundation through to performance level.

To manage the delivery of the Football Development Plan for a Synthetic Turf Pitch and sports Development Agreement in partnership with the Leisure Provider.

To help deliver the Surrey's Physical Activity strategy to achieving Surrey's/Sport England's main driver of increasing physical activity participation 1% year on year.

To develop and implement a varied and comprehensive programme of sport, health and physical activity to offer diversionary activities for young people from crime related incidents (Subject to external funding).

To represent the Council on appropriate bodies such as the Sports Council, Inclusive Sports Network Surrey Sport Development Officers Forum, Active Surrey meetings and Surrey Youth Games Committees.

In conjunction with the Marketing Officer, raise the profile of sport and health development within the Elmbridge area ensuring that access to information, advice and guidance is available to all sections of the community.

To establish key performance indicators for sports, health and physical activity to assist in monitoring the achievement or otherwise of service aims and objectives.

To benchmark with other service providers to actively seek continuous improvement in the delivery of sport health and physical activity within the Borough.

To obtain and provide advice and guidance on grant-aid and match funding opportunities.

To work with sports clubs to achieve accreditation such as Clubmark.

To research, prepare reports, programmes and budgets as required.

To attend meetings of the Council, its Committees and Sub-Committees, working and or consultative groups and meetings with other organisations/agencies representing the Division as required.

Develop and maintain full and effective liaison with other Sections within Leisure and Cultural Services, other Divisions of the Directorate and where appropriate other Council Directorates.

What's missing?

Our job descriptions cover as much of the role as we can possibly get down in writing, but issues will arise, and we hope and expect that you will understand that and take on-board other tasks from time-to-time, in keeping with your role of course.

Your conduct

We expect the highest standards of conduct from our employees and at all time you must carry out your duties with integrity and in accordance with the Code of Conduct for employees.

Equal opportunities

We have a strong commitment to achieving equality of opportunity and expect all employees to implement and promote our policy in their own work.

Health and safety

We are committed to a healthy and safe working environment and expect all employees to implement and promote its policy in all aspects of their work.

Personal and sensitive data

You will have regard for the duty of care owed to personal data and sensitive personal data and any other confidential or sensitive information which you access in the course of your employment ensuring adherence to the Data Protection Act and the Council's Information Security Policy and related guidance.

Talent development

We have a talent development programme that includes regular one-to-ones, mid-year reviews, end of year performance reviews and a strong and varied learning and development programme.

You will be expected to get involved in this talent programme to ensure you are performing at the highest level.

Confidentiality

We are committed to maintaining privacy of all staff and customers. We expect all staff to handle all individuals' personal information in a sensitive and professional manner. All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

Person specification

Please read the details on this form carefully before you complete your Application Form. This form lists the essential requirements needed in order to do the job.

Your written application will be considered in relation to the essential knowledge, skills, abilities, education and experience required for the job and candidates will therefore be selected for interview on this basis.

Elmbridge Borough Council is committed to providing the best possible services and ensuring they are accessible to all who need them irrespective of race, colour, ethnic or national origin, religious or political belief, Trade Union activity, age, disability, being male or female, married or unmarried, sexuality.

What you need to tell us on your application form:

- You will need to tell us throughout your application form and at interview how you can contribute to providing good quality services for all.
- For each of the requirements listed overleaf, you will need to explain how your skills, abilities, knowledge, education and experience make you suitable for this post.
- These may have been gained through previous employment, voluntary/community work, spare time activities, home responsibilities, training or languages spoken.
- You should also include anything else relevant to the job which you think we should know about.

We regret that we can only consider applicants who are already eligible to work in the United Kingdom

Sport and Healthy Lifestyles Officer

Post No: SC203

Team: Leisure and Cultural Services

Hours: 36 per week

Salary: SO2

Car Allowance: C3 — Frequent Car User

Key requirements	Desirable/ essential	To be tested by: Application1 (A) Test (T) Interview (I)
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Qualifications and Education			
1.	A diploma, degree or equivalent in Sport\ Health Development or related qualification.	D	A
2.	Continued professional development through recognised coaching\ instructing qualifications	E	A
3.	First aid at work qualification	D	A

Experience			
4.	Experience of sport and health development work within the public or private sector.	E	AI
5.	Experience of working in partnership with a range of organisations in the public, private and \ or voluntary sector.	E	AI
6.	Experience of project management.	E	AI
7.	Experience of recruiting, training and managing staff.	E	AI
8.	Experience of working in a local government environment. Experience of successfully applying for grants and sponsorship.	D	AI
9.	Experience of financial management.	E	AI

Knowledge, skills and abilities			
10.	Excellent written and oral skills.	D	AI
11.	Possess a sound working knowledge of Sport England\ Public Health initiatives and policies, County Sports Partnership and local strategies.	E	AI
12.	Be able to communicate effectively and confidently with members of the public and Members and Officers within the Council.	D	AI
13.	The ability to work on your own initiative and as a part of a team.	E	AI
14.	Have excellent presentation skills, in particular the ability to organise, prepare and present items to external organisations, the general public and Members and Officers of the Council.	E	AI
15.	The ability to be innovative and creative in the delivery of services.	D	AI
16.	Good IT skills in Microsoft Word, Excel, PowerPoint and Access.	D	AI
17.	Understanding and commitment to equity principles.	E	AI

Special requirements			
18.	Highly motivated self-starter.	E	AI
19.	Able to attend meetings and activities/courses outside normal office hours.	E	AI

20.	Access to a vehicle for visits throughout the borough	E	AI
21.	Interest and passion for health development and community work	E	AI
22.	An Enhanced DBS Disclosure is required for this position*.	E	AI