



## Job description

Post title:	<b>COMMUNITY SPORT DEVELOPMENT OFFICER (Satellite Clubs)</b>
Salary grade:	Grade I - £24,873 - £28,340 (please note that any successful candidate will be appointed at the starting point of the range as standard)
Hours:	Full Time
Contract:	Fixed term – March 2020
Location:	One Angel Square, Northampton
Reports to:	Assistant Director
Service area:	Northamptonshire Sport
Purpose of post:	<p>To manage the Satellite Club programme, building links between schools, clubs and community organisations</p> <p>Use the Satellite Club programme to engage young people in active lifestyles</p> <p>Ensure the Satellite Club programme helps in the delivery of the Northamptonshire Framework for Physical Activity and the targets contained within</p>

### Principal responsibilities

1. Engage Secondary Schools, FE Colleges and other potential Satellite Club venues throughout Northamptonshire to advocate and champion Satellite Club delivery and to enable new clubs to be established.
2. Broker links between local clubs and schools, colleges and other community based sites to develop successful Satellite Club projects.
3. Use insight to ensure the Satellite Clubs programme is a key tool in helping deliver the outcomes of the Northamptonshire Physical Activity Framework.
4. Support the recruitment of target groups to the programme.
5. Connect local workforce development / deployment initiatives to support the delivery and sustainability of Satellite Clubs.
6. Identify non-traditional partners who can support the development of Satellite Clubs in target areas and for target groups.
7. Link Satellite Clubs to other areas of work undertaken by the CSP including School Games / Inclusion / hot spot work.



8. Ensure that Northamptonshire Sport minimum operating standards and guidelines are met and adhered to (e.g. FANTASTIC Coach, Child Protection, Coach Employment and Deployment, Equity Policy).
9. Provide Sport England with regular feedback on progress of the programme via the on line portal and reporting mechanism.
10. Take a lead on club development and club accreditation.
11. Advocate for the community use of school sport facilities and provide intelligence on community access to school facilities.
12. Assist in the production and monitoring of appropriate Performance Indicators, utilising the Northamptonshire Sport performance management system.
13. To ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and to comply with the policies and procedures relating to health and safety within the Service.
14. Demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.
15. To carry out any other duties which fall within the broad spirit, scope and purpose of this job description.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Date: October 2018



**PERSON SPECIFICATION**  
**Community Sports Development Officer - Northamptonshire Sport**

	Essential	Desirable
<b>Qualifications / Competencies</b>		
Degree in Sports Development or similar		✓
Good overall level of education, to A Level / BTEC	✓	
<b>Knowledge/Understanding</b>		
Sound knowledge of school sport structures	✓	
Sound understanding of national governing bodies of sport, Sports development and broader community development principles	✓	
Sound understanding of Club development and how community sports clubs operate	✓	
<b>Skills</b>		
Able to produce long term plans with clear outcomes and to monitor and evaluate their effectiveness	✓	
Ability to manage specific areas of a project/event	✓	
Demonstrate an ability to facilitate and nurture partnership working	✓	
<b>Experience</b>		
Experience of working in / with School Sport structures	✓	
Experience of National Governing Bodies of Sport	✓	
Experience of sports development, school club links and broader community development principles	✓	
Experience of report writing and collecting data	✓	
Experience of developing and writing annual development plans		✓
<b>Interpersonal skills</b>		
Excellent communication, negotiation and interpersonal skills	✓	
Ability to work as part of a team	✓	
Excellent personal organisation skills including organising small events	✓	
Able to prioritise/meet deadlines as and when required	✓	
IT literate with understanding and experience of Microsoft Office products	✓	
<b>Other</b>		
Commitment to equality of access and inclusiveness of sport and awareness of equal opportunity issues	✓	
Flexibility in organising work and time including managing evening/weekend work/occasional overnight	✓	
Able to travel readily to a variety of work related locations	✓	
Ability to meet objectives on own initiatives	✓	
Sound enough to support the requirements of the post	✓	