

## JOB DESCRIPTION

<b>POST:</b>	<b>COMMUNITY SPORT &amp; PHYSICAL ACTIVITY DEVELOPMENT OFFICER</b>
<b>JOB PURPOSE:</b>	To coordinate, facilitate, and deliver community sport and physical activity operational activities, projects, and interventions across Newport, assisting the Community Sport & Physical Activity Development Manager and the Community Sport & Wellbeing Team in Newport Live, whilst working proactively with a wide range of partners and our communities, on behalf of children, young people, families, and adults.
<b>RESPONSIBLE TO:</b>	Community Sport & Physical Activity Development Manager
<b>SALARY:</b>	Grade 6 (SCP 25-29)
<b>KEY RELATIONSHIPS:</b>	A wide range of local delivery and strategic partners (e.g. Sport Wales, NGBs), local authorities and their services (e.g. Education, Early Years, Play Development, Flying Start teams), local service board representative organisations (e.g. Gwent Police, Registered Social Landlords, GAVO, and Public Health), the Community Sport & Wellbeing team, Newport Live colleagues, the community, children, young people, families, and adults.
<b>BASE LOCATION:</b>	Newport International Sports Village - requiring the ability to travel to all Newport Live facilities, and communities or venues locally and regionally. Flexible working from home or other locations supported.
<b>WORKING HOURS / PATTERN:</b>	37 hours per week – on a regular basis the postholder will be required to work flexibly and this will include unsociable hours including evenings and weekends.
<b>MANAGEMENT RESPONSIBILITY:</b>	Development Workers, Community Sports Coaches, Wellbeing Coaches, and Young Ambassadors/Volunteers.

### I will be successful in my role when:

- All my key operational responsibilities are consistently delivered to a high standard.
- I achieve all key performance indicators specific to my role.
- I role model the behavioural values of Newport Live through my performance.
- I work collaboratively across departments and service areas to deliver exceptional customer service to Newport Live's customers.
- Through my performance and passion, I inspire people to be happier and healthier.

### HOW MY PERFORMANCE IS MEASURED



## DISCLOSURE AND BARRING:

*This post may result in you having contact with children, the elderly, sick or disabled. Newport Live, therefore, requires that by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, the Children's Act 1989 and/or the Police Act 1997, you reveal any criminal convictions, bind over orders or cautions, including those this would normally be regarded as spent. You must complete the relevant section on the application form, applications will be returned if this section is incomplete. If successful in your application, you will be subject to a disclosure and barring check.*

## KEY RESPONSIBILITIES:

- 1 Coordinate, facilitate and deliver community sport and physical activity operational projects, activities, and interventions, leading to increases in sport and physical activity participation and improvements in mental and emotional wellbeing by children, young people, adults/families, and underrepresented groups.
- 2 Provide supervisory and line management support to Community Sport & Physical Activity Development Workers, Community Sports Coaches, Young Ambassadors, and Volunteers; ensuring Newport Live's vision, mission and values are understood.
- 3 Recruit, support, develop, and train young ambassadors, volunteers, coaches, development workers, and apprentices or FE/HE placements, to assist in the delivery of programmes, projects, and interventions.
- 4 Be open to working positively with new and existing partners, and sporting and non-sporting organisations locally, regionally, and nationally that could add value to the Community Sport & Physical Activity Development programme, demonstrate social value, and the value of community sport and wellbeing on children and young people's lives.
- 5 Coordinate, facilitate and deliver Community Sport & Physical Activity programmes, projects, and interventions in communities, providing sound knowledge and experience on aspects of sports development, club development, coach development, volunteer development, school sports participation, sports pathways, health and wellbeing, and 'sport for development' principles.
- 6 Operationally lead innovative physical literacy and kinaesthetic instruction programmes (SKIP) for pre-school and foundation phase children, providing behaviour change outcomes recording individual improvements, developments, and learning outcomes of children.
- 7 Operationally lead, coordinate, and deliver inspirational community sport and physical activity development programmes, opportunities, and initiatives in nurseries, leisure facilities, primary schools, secondary schools, communities, parks, and open spaces, increasing levels of sport and physical activity participation amongst the active and inactive population.
- 8 Operationally lead, coordinate, and deliver community sport and physical activity participatory development programmes, and targeted interventions that support inclusivity (e.g. disabled children and adults, ethnically diverse communities, women and girls, and those living in areas of poverty) in a wide variety of places, settings, and innovative spaces.
- 9 Operationally lead on support processes, as well as development, growth, and sustainability opportunities for sports clubs and physical activity groups, sporting pathways in communities, through schools, and into leisure facilities.
- 10 Operationally lead, coordinate, and deliver on the identification, recruitment, mentoring, and training of future sports leaders and community sports coaches, providing them with excellent opportunities to learn and develop as volunteers. Enhance the pathway from school or community, to training and mentoring, and onto employment (paid and voluntary) with Newport Live and community partners, clubs, and groups in order to support the long-term sustainability of community sport and physical activity locally, regionally, and nationally.
- 11 Operationally lead on the capture of data, evidence, and progressions of participants for the reporting

of social value and participation to key funders and partners, supporting the Community Sport & Physical Activity Development Manager with reports, case studies, and strong robust outcomes.

- 12** Operationally support the implementation and coordination of robust 'session/project overviews' with Community Sport & Physical Activity Development staff, reviewing term-time, holiday, and community sessions, events, and projects alongside national insight, intelligence, and best practice; ensuring there is continuous improvement at all times.
- 13** Work collaboratively and supportively with colleagues across the Community Sport & Wellbeing team, wider organisation, and with our external partners; creating positive relationships, demonstrating excellent communication skills, and acting professionally at all times.
- 14** Support with the monitoring of budgets, financial planning, and associated income and expenditure of grant and contracts related to projects and interventions you coordinate, as agreed by the Community Sport & Physical Activity Development Manager; keeping associated financial records, following financial processes, and effectively using Newport Live's financial systems, policies, and regulations supported and guided by Newport Live's Finance & Resources Team.
- 15** Support the Community Sport & Physical Activity Development Manager, and other programme managers and colleagues, in supervising and leading with integrity, supporting a high-performance culture, and in maintaining a trusting, inclusive, and productive environment for all employees.
- 16** Operationally provide and monitor robust data capture methodologies to deliver participation and programme performance data for community sport and physical activity related programmes, projects and interventions within the Community Sport and Wellbeing Team, ensuring strong outcomes and evidence are reported.
- 17** Operationally lead the delivery and coordination of safe and inspirational community sport & physical activity development programmes, projects, and interventions, including safely supporting participants, the safety of staff, utilising risk assessments, and best practice Health & Safety guidance as per Newport Live policies, processes, and procedures.
- 18** Work to all Safeguarding and Health and Safety policies and plans, with direction from the Community Sport & Physical Activity Development Manager, ensuring the operational delivery of programmes, projects, interventions, and staff are safe.
- 19** Take ownership of personal performance and development, completing all training programmes and opportunities required and identified to complete your role, including attendance at external training programmes as agreed with the Community Sport & Physical Activity Development Manager.
- 20** Be an ambassador for the Newport Live Brand, representing the Community Sport & Wellbeing team and organisation in dealings with all internal & external stakeholders; managing the collective expectations, queries and objections of Newport Live colleagues and undertaking any other duties, commensurate with the grade and of this post as directed by the Community Sport & Physical Activity Development Manager, and Head of Community Sport & Wellbeing.

*The person undertaking this role is expected to work within the policies, ethos and aims of Newport Live and to carry out such other duties as may reasonably be assigned by the Chief Executive of Newport Live. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed. The post holder will work to deliver agreed performance objectives; these will be reviewed on a regular and formal basis through Newport Live performance management processes.*

**COMMUNITY SPORT & PHYSICAL ACTIVITY DEVELOPMENT OFFICER  
PERSON SPECIFICATION**

Area	Essential	Desirable
<b>Qualifications</b>	<p>1.1 Educated to degree level, or extensive relevant experience in a Community Sports Development, Sport for Development, or Physical Activity Development related role(s) (A,I)</p>	<p>1.2 Sport and Physical Activity, or Health and Wellbeing, or Youth and Community related degree, or Leisure and Recreation Management qualification (A)</p> <p>1.3 ILM Leadership and Management (Level 4/5) (A,I)</p> <p>1.4 National Governing Body (NGB) Level 1 /2 coaching qualification, 1<sup>st</sup> 4 Sport Level 2 Certificate in Coaching (sport and physical activity), or Youth and Community accredited qualification (A,I)</p> <p>1.5 Sports Leaders UK Tutoring Qualification, Award in Education &amp; Training (AET, formerly PTLLS), or equivalent (A,I)</p> <p>1.6 First Aid Qualification (A,I)</p>
<b>Knowledge, Skills &amp; Competencies</b>	<p>2.1 Understand the principles and practices of sport and physical activity coaching and leadership and the value to individuals, the community, and the voluntary sector (A,I)</p> <p>2.2 Possess a working knowledge of the sports development continuum and its application in a sporting, physical activity, local authority, club, community, and NGB environment (A,I)</p> <p>2.3 The ability to lead, coordinate, and deliver sport and physical activity sessions, that are inclusive to all (A, I)</p> <p>2.4 Knowledge of monitoring and evaluation / administration procedures and systems required to coordinate and lead projects (A,I)</p> <p>2.5 Knowledge and understanding of health &amp; safety, safeguarding, and first aid in relation to the delivery of projects, activities, and interventions; with the ability to follow best practice, policies, procedures, and training. (A,I)</p>	<p>2.6 Understanding of the motivation of children and young people, family and community circumstances, and adverse childhood experiences (A, I)</p> <p>2.7 Ability to persuade partners organisations of the value and impact of community sport, sport for development, health and wellbeing, and sport and physical activity upon people's lives (A,I)</p> <p>2.8 Able to utilise digital technology to capture, monitor, and evaluate participant data and outcomes (A,I)</p> <p>2.9 Knowledge of Social Inclusion, Anti-Poverty, Community Safety, Health and Wellbeing, Education, and Equality and Inclusion strategic agendas, programmes and initiatives (A,I)</p> <p>2.10 Ability to communicate effectively using the Welsh Language (A)</p>

<b>Experience</b>	<p>3.1 Experience of leading, coordinating, and delivering community sport, physical activity, and wellbeing projects, interventions, and activities in partnership (A,I)</p> <p>3.2 At least 3 years' experience working in sport, physical activity, wellbeing environments including delivering projects, large events, and innovative approaches to engaging people to be physically active or volunteering in sport (A,I)</p> <p>3.3 Able to demonstrate experience of working with children, young people and families within sporting, physical activity, health and wellbeing, and/or community environments (A,I)</p> <p>3.4 Experience of identifying, recruiting, training, deploying, and mentoring of community sports coaches, volunteers and/or young ambassadors (A,I)</p> <p>3.5 Experience of monitoring and evaluation, data collection and analysis for reports (A,I)</p>	<p>3.6 Experience of supervising, line management, mentoring, and supporting development workers, community sports coaches, and volunteers (A,I)</p> <p>3.7 Experience of managing a financial budget and monitoring procedures of income and expenditure (A,I)</p> <p>3.8 Experience of successfully accessing funding opportunities (A,I)</p> <p>3.9 Experience of producing reports for management, partners, and/or funders that demonstrate outcomes (A,I)</p>
<b>Personal Attributes</b>	<p>4.1 Passionate about the value of sport, physical activity, and its impact on the wellbeing of individuals and differing communities (A,I)</p> <p>4.2 Ability to work on own and under pressure, being intrinsically motivated (I)</p> <p>4.3 Excellent organisational, interpersonal, negotiation, and communication skills (I)</p> <p>4.4 Ability to balance a busy and varied workload, prioritising effectively (A)</p> <p>4.5 Ability to uphold and live by Newport Live's vision and values (I)</p> <p>4.6 The ability to work regular, evenings, weekends (A)</p>	
<b>Other</b>	<p>5.1 Possess a current driving licence, use of own vehicle, and the ability to travel widely locally, regionally, and nationally (I)</p>	<p>5.3 Able to deliver training and education programmes for pupils, families, community members, and to voluntary sector groups to improve health and wellbeing knowledge and</p>

	5.2 Commitment to undertake further training (I)	understanding within community environments (I)
--	--	---

**Method of assessment (\* M.O.A.)**

A: Application form (including shortlisting)

C: Certificate

E: Exercise

I: Interview

P: Presentation

T: Test

AC: Assessment Centre