

## **JOB SPECIFICATION**

<b>POST DESIGNATION</b>	Sports Development Officer (water based)
<b>SALARY</b>	Circa £18,000
<b>DATE</b>	June 2008
<b>RESPONSIBLE TO</b>	The Chief Instructor, Principal & Project Steering Group
<b>RESPONSIBLE FOR</b>	The use of voluntary workers and paid casual instructors (on a fee paid basis)

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### **JOB PURPOSE**

1. To develop and promote water based sports and activities within the area in accordance with regional and national strategy documents and within the funding guidelines.
  2. To assist with continuous improvement initiatives within Newbiggin Sailing Club.
  3. To increase involvement in a number of water based activities in the Newbiggin by the Sea area. This will be achieved through partnership working with a number of bodies that have considerable expertise in the related sporting activities.
  4. It is expected that one of the most important aspects of your job will be to ensure that your relationship with customers, both internal and external, provides the best service possible.
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### **MAJOR TASKS**

1. To develop and promote water based activities centred on Newbiggin. To increase participation specifically targeting under represented groups. This will include the writing and implementation of sports specific development plans. The transportation and setting up of equipment, together with some coaching will be necessary.
2. To increase first time participation for all age groups in water based activities, remove perceived barriers to participation and create a sustainable multiactivity centre for water-based sports.
3. Liaise with partner organisations and regional sports development officers to develop a viable outreach programme.
4. Provide/facilitate formal and informal training and development opportunities, building capacity of local people for long term sustainability (introductory level through to coaching awards)
5. Carry out research, customer surveys etc and maintain a database/directory of participants, partner organisations, coaches and volunteers.
6. Plan, implement and manage summer activity programmes.

- 7. Plan, implement and manage the programme of activities.
- 8. Be aware of and assist with maximising grant opportunities/potential for the benefit of the project with particular emphasis on preparing proposals and obtaining funding for long term sustainability.
- 9. Prepare and present monitoring reports to management and funding bodies as required.
- 10. Responsible for arranging contract instructors as needed, managing their activities and ensuring time sheets are filled in.
- 11. Working with the club to ensure that sessions are arranged, booked and invoiced correctly. Ensuring that monitoring information is correctly recorded after sessions.
- 12. Responsible for ensuring equipment is used responsibly during sessions, stored correctly and kept in good safe working order.
- 13. Working with club volunteers and members to increase training and maximise the potential of the premises and the quality and frequency of sailing and other activities.
- 14. Manage the centre building efficiently to facilitate use by a wide range of groups; including the receipt of bookings and enquiries, room management and general maintenance of hygiene standards.
- 15. Undertake any duties of a similar level and responsibility as may be required from time to time.

**SIGNED BY POSTHOLDER.....**

**DATE.....**

**SIGNED BY MANAGER.....**

**DATE.....**

## PERSON SPECIFICATION

**POST DESIGNATION**      Sports Development Officer (water based)

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
1 Physical Make Up/ Requirements	High standard of personal presentation. Minimal sickness absence.	
2 Education and Training	RYA Dinghy Senior Instructor <b>And</b> potential/intention to gain other relevant qualifications within agreed period of taking up the post.  Various sports coaching qualifications (two of which must be current)	Degree in Sports related area.  Current First aid Certificate  Intention and potential to attain higher awards  Windsurfing/powerboat/canoeing qualifications
3 Relevant Experience	Experience in supervisory/leadership roles.  Experience of working: <ul style="list-style-type: none"> <li>• within a community setting</li> <li>• with a watersports club</li> <li>• in an educational establishment</li> <li>• with people with special needs</li> <li>• with adults, of all ages and abilities</li> <li>• in a tidal situation</li> </ul>	Minimum of two years Sports Development experience
4 Aptitudes, Skills and Knowledge	Well developed communication skills. Ability to work alone or as part of a team. Experience of working with a wide age group. IT Skills	
5 Interests	Wide & varied Sailing and other water sports	
6 Disposition	Adaptable, flexible, outgoing personality, confident with a positive attitude.	
7 Circumstances	Current clean UK driving license. Able to work flexibly outside normal office hours	