

## ACTIVE DEVON DEVELOPMENT COORDINATOR (East Area)



- Full time 37 hours per week post in the East Area team, based in Exeter but with a focus on development work in Exeter and East Devon
- £17,333 with potential future progression to £19,817
- Temporary contract to 31st March 2016

Active Devon is one of 44 County Sports Partnerships supported by Sport England. We work with a diverse range of stakeholders involved with physical activity and sport and committed to achieving our vision - Everyone in Devon active for life.

We believe passionately that participation in sport and physical activity contributes positively to people and the communities in which they live and work. We are now seeking to appoint a Development Coordinator who will work closely with colleagues and key local stakeholders to support the implementation of our full range of development programmes at local level in our East Area team with a focus across Exeter and East Devon localities.

As Active Devon's local presence and point of contact in the identified locality, your role will be to support the successful delivery, co-ordination and monitoring of our various development programmes in that area. In doing so you will be involved in a broad range of tasks – overseeing implementation of sports activity programmes and providing support for club development, school-community links, event management and workforce training and development.

You must share our passion for sport and physical activity and it is essential that you are well organised, enthusiastic and a committed team player. The successful applicant will benefit from our friendly and supportive working environment.

This is an exciting and challenging role and the successful candidate will be able to provide demonstrable practical experience of supporting and delivering sports development opportunities, with a proven track record of success.

If you possess the vision, skills, drive and enthusiasm to support the work of Active Devon and would like to know more please contact James Bogue on 10392 263674 or 07811 140387 for an informal discussion.

A job description and application form for the post can be obtained by visiting <http://www.activedevon.org/jobs> or contacting the Active Devon office on 01392 263674.

There is a desire to consider all candidates with appropriate skills and competencies and from all sections of the community. Even if you do not meet all the stated criteria in the Person Specification this may not preclude you from being invited for interview.

The post is initially offered on a fixed term basis until 31st March 2016.

If you wish to apply please return your completed application form to Active Devon, FAO Claire Colman, Sports Park, Exeter University, Stocker Road, Exeter, EX4 4QN or by email to [claire.colman@devon.gov.uk](mailto:claire.colman@devon.gov.uk)

Deadline for receipt of applications is Thursday 29<sup>th</sup> May 2014, and interviews will take place on Friday 6<sup>th</sup> June 2014.