

Job Description

Position Title	Development Co-ordinator		
Location	Active Devon (University of Exeter) – Locality base TBC		
Reporting to	Senior Development Manager		
Position Number(s)			
Grade	D		
Directorate/Section/School	Place - Services for Communities (Active Devon)		
Effective date of JD		JE Job Number	386

Job GLPC profile

SMP	C&I	C&R	D.D	D.C	Res	WDM	PDM	WCN	WCT	K&S	Score
1	3	3	2	1	2	2	1	1	1	3	340

Job Purpose including main duties and responsibilities:

Active Devon is the County Sport Partnership for Devon. Devon County Council is Active Devon's host and accountable body and so the Partnership's finance and personnel functions are conducted in accordance with DCC policies and standards. Active Devon is funded externally from DCC and is hosted within the 'Place' realm of DCC in Services for Communities.

Active Devon's annual delivery plan comprises approximately 20 individual programmes or areas of work relating to distinct aspects of physical activity and sport development work. This job's main purposes are to support the delivery, co-ordination, alignment and monitoring of Active Devon's various delivery programmes in the locality/ies identified and to support colleagues and partners in those areas of work. In terms of scope, the role will be involved in a direct contribution to approximately 4-6 of Active Devon's work areas.

Principal responsibilities are:

- a) To provide general support and assistance for specific development projects, events and programmes and also co-ordinate specifically delegated aspects including:
 - i.) Oversee local implementation of sports / informal activity programmes
 - ii.) Provide support for the development of local sports clubs and the establishment of new community clubs / groups
 - iii.) Help to stage and deliver multi-sport events and festivals.
 - iv.) Support training and development programmes to improve and extend the local sport / activity workforce
 - v.) Help to establish links and support work which enables young people to move from school into community based sports participation.
 - vi.) Develop and maintain productive collaborative relationships with relevant local partners and key sports' NGBs.

- b) To support senior colleagues in the Partnership's relationships with key stakeholders in specific sectors and/or geographic areas as required. These may include, for example, Community Sport, Local Authority, Education, Health, Commercial and Community sectors. For this role there is a specific focus is on supporting, developing and maintaining Active

Devon's relationships in local area(s) designated in your programme of work.

- c) To support senior staff, with the establishment and development of local engagement forums, network groups and/or working groups.
- d) To collect, maintain and update data records to ensure the smooth and efficient operation of development projects, events and programmes. This will include collecting, maintaining and sharing knowledge and intelligence about the designated locality/ies.
- e) To positively and consistently promote Active Devon's key messages / programme information and to be Active Devon's local presence and point of contact in the identified locality/ies.
- f) To perform all duties in an equitable manner and to actively promote the principles of equality amongst colleagues, partners and service users.
- g) To conform to, actively commit to and promote DCC Customer Service Standards both with internal and external 'customers' when using any communication media including telephone, email and face to face.
- h) To be responsible for the Health, Safety and Welfare of self, colleagues and any other persons in the place of work
- i) To perform other tasks and duties as directed by management and commensurate with the grade and dimension of the role

1. Supervision and Management:

The post includes no line management or supervisory responsibilities on a day to day basis

2. Creativity and Innovation:

The very nature of all programmes of work being delivered in a partnership environment means that issues and problems are often complex in nature. Very rarely will 'one size fit all' and so creative/innovatory thinking is an essential feature of the role.

This may be exhibited in the geographic or demographic variations across the operating area or in the variability of skills, knowledge, capacity and priorities within different partner organisations. As an example the programme outcome will be the same for a national programme such as Sportivate in whichever part of the partnership area it is delivered. The advice and support provided to a delivery partner will vary however and the post holder will be expected to provide appropriate advice having first assessed the situation and considered various alternatives. Such approaches will sometimes be necessary as an immediate response to problems and issues but also when considering the development of longer term implementation approaches.

He/she will need to adopt innovative and tailored approaches to ensure the sustainability of development activities and unique approaches are often required in every case eg Where community clubs are seeking to deliver activities some clubs use leaflets and flyers to promote themselves, other like to attend the last few weeks of the coaching course, others provide free coaching for the first few weeks and many require "capacity building" development work in advance. In every case the postholder tailors an approach to the circumstances of the individual club and to the prevailing issues in locale.

On the other hand activities may be delivered through professional networks such as School Sport Partnerships which have a number of different colleagues delivering in different localities across a district area. Each might have a differing level and breadth of experience in sports development and some may have limited experience in delivering community based development programmes.

In this circumstance the ability to identify issues and provide tailored advice to each individual requires the post holder to think creatively and be flexible in their approach. Sensitivity and diplomacy are required to maintain stakeholder support and focus and to help up skill individuals where appropriate.

A further example might be experienced in the programming of activities in relation to availability of finite resources. The largely volunteer coaching workforce often means low availability of coaches when required by schools. This may mean that coach can only run session in one school rather than six. A potential solution might be the provision of transport to other schools so all children can access provision. An alternative solution might be to negotiate with schools that activity is provided at weekends. Similar approaches might also adopted where facilities available in schools are limited or inappropriate

3. Links with other officers, Service users or Members of the Public:

The job holder will be required to maintain a broad range of contacts from service users and colleagues to external stakeholders and partners. S/he will have regular contact with colleagues at all levels of the organisation and will play a key role providing information, support and recommendations to Senior Management in areas regarding grant finance and performance measurement. The job holder will also have regular contact with managers in partner organisations and funding agencies in order to effectively manage funding contract requirements and may provide advice to officers in other stakeholder organisations. These organisations may typically be Local Authorities, National Governing Bodies of Sport, School Sport Partnerships, National and Regional Funding Bodies and Community/Voluntary Sector organisations.

The information discussed would cover a broad range. In many cases it is likely that exchanges are quite complex eg detailed advice may be requested in response to activity plan proposals which have been submitted by a delivery partner. This may be more complex because advice given on one activity or from one provider will not only need to factor in the variables described in 2 above but may also have a consequential effect on another. Another example of the complexity of such issues might be ensuring that delivery providers' monitoring and evaluation and reporting of funded programmes stays in line with Active Devon's minimum standards and its contractual obligations to funding providers. There will a requirement to provide detailed advice which will underpin negotiation of contracts or agreements with other organisations. For example the job holder may be required to identify mutually acceptable areas of flexibility around nationally set funding criteria in order to achieve the most appropriate outcomes locally.

In some cases it would involve providing advice and assistance by sharing straightforward information eg communicating details of programme planning timescales for the Sportivate programme and responding to questions about the process.

The postholder will need to conduct such discussions with tact and sensitivity so as to give consistent advice to all stakeholders but without compromising the confidentiality of relationships with another eg he/she may be able to share details of other programmes in general so as to support a delivery partner but must not share sufficient detail for the other programme to be identified.

The ability for the post holder to persuade and influence partners is very important although operational guidelines and support will be available from his/her line manager.

4. Levels of Responsibility:

Whilst operating policy and standards will be in place, the number and diversity of stakeholders through which the post holder will be expected to operate means that there will often be a wide range of options which he/she may consider in coming to a decision. For example in delivering coach training workshops options may exist to deliver in house for open registration, deliver in house and offer registration for an exclusive partner, deliver in house but target registration for

more than one partner or choose to commission a partner to deliver the course. Furthermore a combination of these options may be possible.

There will be a requirement for the job holder to act on his/her own initiative in respect of those specific elements of Active Devon's 4-6 programmes of work which are delegated to his/her responsibility. In respect of workforce development for example the post holders line manager would have responsibility for the programme as a whole but he/she would have responsibility for specific elements such as club and volunteer training programme. There will be scope on a day to day basis to take decisions needed to deliver programmes and objectives eg. whilst a standard procedure might be to cancel a course if the numbers of participants fell below the 'break even' point the postholder would have discretion to continue to deliver the training to those enrolled whilst achieving a 'break even' across the course programme as a whole.

5. Effects of Decisions:

As a result of the job role being focussed at specific elements of broader programmes of work, the effect of decisions will be limited and contained. In most cases should a decision be incorrect then this would be quickly known and could be readily amended by a colleague.

6. Resources:

The job holder will be responsible for items of office equipment such as laptop, mobile phone, printer etc, audio visual equipment such as data-projector, flip charts stands etc and bags of sports equipment. The job holder may be an own car user with a vehicle to be maintained in a good and serviced condition and to meet all legal requirements.

The job holder will be responsible for storing electronic data securely including personal contact information.

7. Work Demands:

The majority of the job holder's role is subject to defined and inflexible deadlines. These may arise from programme planning, application and reporting schedules, dates and times of workshops and events and the important need to accommodate liaison with colleagues and management, all of whom have roles which are office based a minority of the time. The job holder will often be able to determine their own priorities in order to achieve deadlines. He/she will need to have the ability to juggle demands in order to resolve conflicting priorities but would be able to seek guidance and assistance from management if required.

Since the role contributes to approximately 4-6 different and distinct areas of work, regular interruptions are inevitable for the post holder and are likely to require changes to work priorities. For example on typical day the post holder may be wishing to focus his/her work on producing monitoring reports for one programme, find themselves having to respond with a stakeholder query on another programme, receive a request for information/background data by a manager/colleague and deal with an enquiry from a member of the public on another. It is unlikely that any working day would be free from such interruptions.

8. Physical Demands:

The post holder is office based approximately 60% of the time (desk based and using information technology for the majority of the working day). Approximately 25% of the time may be spent travelling to meetings etc, with the remainder being spent in remote meetings or activity venues. There are no exceptional physical demands associated with the job. The majority of the job holder's work will involve no more than normal physical effort including sitting, standing, normal office duties and the use of computer systems. Keyboard usage will not be particularly high

(accessing information, not high data input). Occasionally the job holder may be required to move small items of equipment such as sports kit, display stands etc.

9. Working Conditions:

The post is mostly office based There will be a necessity to support meetings, conference / network events and development activities at other locations. The work location will change from time to time linked to the role of supporting the event leads in the run up to events which could be staged anywhere within the county.

10. Work Context:

The job holder will face limited potential risk to personal health or safety. Most contact with members of the public would be about routine or non-contentious matters. Generally this contact would be via phone or email in respect of customers accessing development programmes. Less regularly they will be face to face contact when customers occasionally visit the office or attend training events and workshops.

A proportion of the role may involve travelling. This is an essential requirement of the post and exposes the post holder to the associated risks. Travelling is required across rurally isolated areas as well as main routes and may take place after hours when travelling to and from evening meetings and in inclement conditions.

11. Knowledge and Skills:

The job holder will be required to undertake involved or difficult tasks and s/he will be required to have an input into how work relating to delegated delivery plan areas is done. It is vitally important that s/he can see and make the relevant links between them.

The tasks associated with the role will cover a broad range and include:

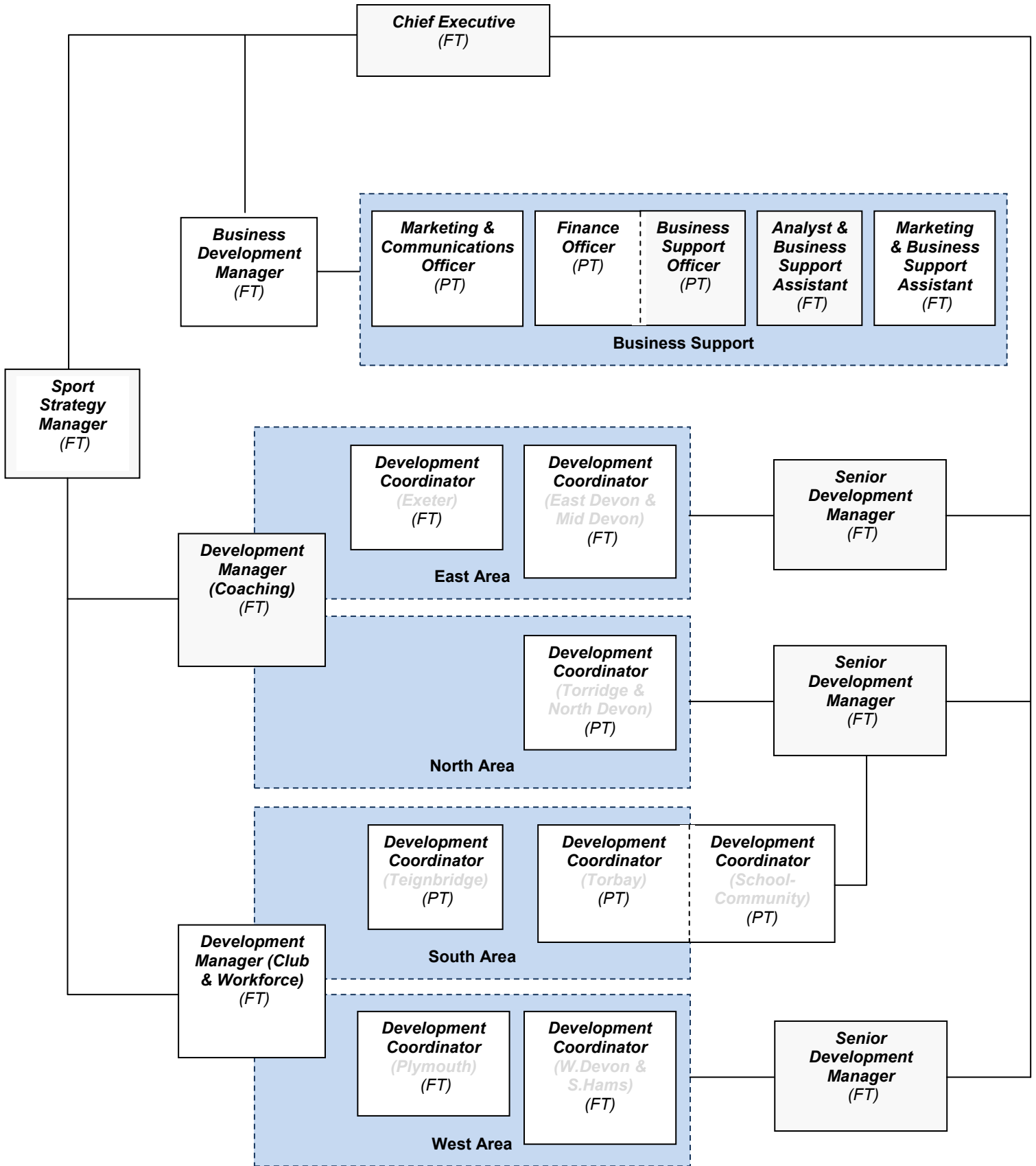
- Overseeing local implementation of sports / informal activity programmes
- Providing support for the development of local sports clubs and the establishment of new community clubs / groups
- Helping to stage and deliver multi-sport events and festivals.
- Supporting training and development programmes to improve and extend the local sport / activity workforce
- Helping to establish links and supporting work which enables young people to move from school into community based sports participation.
- Developing and maintaining productive collaborative relationships with relevant local partners and key sports' NGBs.
- Implementation of effective monitoring and data management systems
- Providing detailed advice which will underpin successful delivery of development plan targets and agreements with delivery partners
- Managing service arrangements and funding award agreements with local partners.
- Interpretation of national / regional / internal intelligence and compilation of relevant reports
- Conducting research survey work locally and planning and co-ordinating a range of development programmes in response to identified needs

In order to perform this range of tasks effectively the job holder must be competent at gathering, manipulating and effectively interpreting local intelligence and data, a task which requires confidence and ability when working with numerical data, a sound knowledge of the principles of sports development and good understanding of the locality in which s/he operates . The job holder also needs to be able present the relevant findings in clear, concise report formats so that they are of maximum use to colleagues. Furthermore when, for example, supporting colleagues with IT provision or updating web based systems the job holder needs advanced level IT skills. Finally, in

order to effectively support colleagues and engage with external agencies the job holder must possess well developed communication, influencing and negotiation skills.

The job holder will need to be able to demonstrate work related skills and knowledge to NVQ level 3 in a related subject or be able to demonstrate equivalent knowledge through his/her work experience or an equivalent qualification. The job holder will need to have demonstrated his/her skills through an accumulated period of relevant work based experience.

STRUCTURE CHART



Person specification:

Attribute	Essential	Desirable	Method of Assessment
Experience	1. Demonstrable practical experience in supporting the implementation of sports or informal activity opportunities 2. Demonstrable practical experience in working on programmes enabling young people to move from education into community based sports participation. 3. Demonstrable practical experience in helping to stage and deliver multi-sport events and festivals	4. Demonstrable practical experience of supporting sports workforce training and development programmes 5. Demonstrable practical experience of supporting the development of local sports clubs and/or the establishment of new community clubs / groups 6. Experience in assisting with the co-ordination of conferences and/or other special events 7. Experience of contributing to positive outcomes through effective partnership /collaborative working	1-7. Application form / interview
Practical Skills	8. Effective keyboard skills 9. Ability to present written work to a high standard 10. Sound problem solving skills 11. Ability to travel according to the needs of the job with reasonable adjustments, if required, according to the Disability Discrimination Act.	12. Ability to undertake basic office administration duties effectively 13. Ability to analyse material to establish relevance to work areas of individual team members 14. Ability to work confidently with numerical data	8, 10, 13 and 14. Practical assessment task / probationary period 9. Application form / Probationary period 11 and 12. Probationary period
Communication	15. Ability to communicate effectively with colleagues, customers and partners 16. High level literacy / written communication skills across a broad range including correspondence, reports and development plans		15. Interview / Probationary Period 16. Application form / interview
Personal Qualities	17. Knowledge and understanding of at least one of the Community Sport or Sport in Education sectors 18. Knowledge and understanding of at least one of the following aspects of sports development: Informal / Non Traditional Physical Activity and Sport, Sports event planning/delivery, Club and Volunteer Development and other relevant areas 19. Understanding of key issues relating to voluntary community sport and ability (or demonstrable capacity to acquire) to effectively provide related support 20. Ability to work under pressure and to tight timescales and	31. Knowledge and understanding of both the Community Sport and Sport in Education sectors 32. Knowledge and understanding of more than one of the following aspects of sports development: Informal / Non Traditional Physical Activity and Sport, Sports event planning/delivery, Club and Volunteer Development and other relevant areas 33. Understanding of key issues relating to voluntary community sport and ability to effectively provide related support	17-19. Interview / Probationary period 20-22. Probationary period 23-25. Interview / Probationary period 26. Application form 27. Probationary period 28. Occupational Health assessment (OH1 form) 29. Enhanced CRB check

	<p>deadlines</p> <p>21. Ability to work under own initiative with sound personal, administration and time management skills</p> <p>22. Ability to positively contribute to the work of the Partnership team</p> <p>23. Considerable personal enthusiasm, energy, integrity and professionalism</p> <p>24. Passionate about the benefits of sport & physical activity</p> <p>25. Presents oneself professionally at all times</p> <p>26. A commitment to continuous self development</p> <p>27. Willingness and ability to work unsociable hours, including evenings, weekends and occasionally overnight stays</p> <p>28. Able to carry out the duties of the post with reasonable adjustments where necessary.</p> <p>29. Clear CRB check</p> <p>30. Commitment and conformance to DCC Customer Service Standards</p>	<p>34. Knowledge and awareness of Active Devon and its role</p> <p>35. Knowledge of local, regional and national sport & physical activity related agencies and infrastructure</p>	<p>30-35. Interview / Probationary period</p>
Technology / IT Skills	<p>36. Ability to be self sufficient when using standard IT software (word processing, spreadsheets, databases, e-mail) and hardware</p>	<p>37. Competence with Microsoft Outlook, Word and Excel</p>	<p>36-37. Interview / practical assessment task / Probationary period</p>
Education and Training	<p>38. A minimum of five GCSE A-C grades including Maths and English or equivalent</p> <p>39. Work related skills and knowledge to NVQ level 3 in a related subject or ability to demonstrate equivalent knowledge through applied work experience or an equivalent qualification.</p>	<p>40. Formal qualifications / training in Sports Development</p> <p>41. Relevant academic qualifications to a higher level</p>	<p>38-41. Application form / certificates</p>
Equal Opportunities	<p>42. Absolute commitment to the principles of equality and diversity</p>		<p>42. Application form / interview / Probationary period</p>

Signatures:

Job Description agreed by:

Line/Originating Manager: _____ **Date:** _____



Job Holder (if in place): _____ **Date:** _____

Head of Service/Head teacher _____ **Date:** _____