
Recruitment information

Job description and person specification

Your title	Sport and Health Development Officer (maternity cover)
DBS check	Enhanced Child and Adult The aspects of this role that require this level of check are to deliver coaching/physical activity sessions to vulnerable and older people in order to increase levels of physical activity within these groups
Post number	Y00664
Your team	Leisure and Cultural Services
You would be based	Esher Civic Centre
Your line manager	Lewis Razey

About the role

You will be passionate about improving the health and physical activity of our residents and making Elmbridge a great place to live, work and play.

You will have the opportunity to work in a team providing a range of health and physical activity initiatives, working with vibrant sports clubs and a wide range of voluntary sector groups, volunteers and other Council teams leading activities across the Borough. You will be working within a great team environment seeking to improve the lives of some of our most vulnerable and deserving residents.

With an excellent personal development programme and support you will have the opportunity to shape your own development and growth and make a real impact in the community.

The main purpose of the role:

- To play a key role in supporting the delivery of the Elmbridge Physical Activity Strategy ensuring that its actions plans are annually reviewed and updated to demonstrate improvements in health and wellbeing and a reduction in health inequalities.
- To oversee Elmbridge's annual participation in the Surrey Youth Games through sourcing clubs, coaches and venues, promoting training sessions and administering squad selection providing children in the Borough with new physical activity opportunities.
- To assist the Play Development Officer in programming the Shout! Sports holiday activity courses.
- To establish closer school/club links to enable young people to improve their skills and to continue participation in sports activities.
- To support the client monitoring function of the Leisure Facilities contract overseeing the effective and safe operation of the Xcel, Hurst Pool and Sports Hub
- To work in partnership with the leisure operator to support the delivery of their Community Development Plan ensuring the leisure centres increase levels of physical activity of less active and inactive residents.
- Provide robust outcome-based evidence showing the health and social benefits of the projects delivered

Specific duties and responsibilities

1. To work as part of the Sport and Health Development team in delivering the targets within the Elmbridge Physical Activity Strategy.
2. To develop projects that increase physical activity across all areas of the community, particularly in localities where residents are less active.
3. To seek opportunities for grant aid and funding applications and delivery of funded projects.
4. To seek new opportunities for developing income generating activities.
5. To seek to develop sports/physical activity equity issues developing specific programmes which consider the needs of young people, women, those with disabilities, Black and Minority Ethnic residents, older people and lower income groups.
6. To work in partnership with Surrey County Council, health professionals, Active Surrey, local clubs, voluntary sector groups, governing bodies of sport to deliver and promote sport, health and physical activity opportunities particularly in our targeted communities.
7. To raise the profile of Sport and Health Development initiatives to the local community, by using marketing tools including press releases, web and promotional material in line with Elmbridge's Corporate Branding Guidelines.
8. To support the Council's Healthy Walks and Cycle rides co-ordinator such as helping recruit and train volunteers in line with the Walking for Health initiative.
9. To co-ordinate the Shout and youth coaching programme during the school holidays.
10. To provide advice and guidance to groups, clubs and venues using knowledge of sport and health development in order to provide a wide range of safe, well run and sustainable activities across the Borough.
11. To support on-going monitoring of the leisure facilities operator reporting on key performance targets including usage levels, community development plan and customer satisfaction.
12. To assist the Leisure and Cultural Services Manager that all formal procedures and regulations applying to the safe operation of the Council's leisure facilities (e.g. fire, insurance, licensing, food hygiene and public safety) are enforced.
13. To research, prepare reports, programmes and budgets as required.
14. To attend meetings of the Council, its Committees and Sub-Committees, working and or consultative groups and meetings with other organisations/agencies representing the Team as required.

15. Develop and maintain full and effective liaison with other sections within Leisure and Cultural Services, other teams of the Directorate and where appropriate other Council Directorates such as the Green Spaces and Community Support Services teams.
16. To comply with the Council's Standing Orders, Financial Regulations and its various policies relating to the Directorate's activities (safeguarding policy).
17. To be qualified at NVQ level 3 or equivalent in sports\ health\community development or a related field
18. To take an active role in delivering the targets within the Elmbridge Physical Activity Strategy.
19. To help co-ordinate with the Council's Asset Management Team any necessary repairs, servicing and/or improvements to the Council's Leisure Facilities which fall under the Council's remit within the Leisure Facilities contract.
20. To be trained as a Healthy Walks and Cycle Leader
21. To achieve the first aid at work certificate

22. Have a proven track record of securing external grants and\ or sponsorship that have enabled health, sport, community and physical activity initiatives.
23. An exceptional record of delivering sustainable sports/health/community development projects with strong health and social outcomes to demonstrate the impact of projects.
24. To be able to deputise for the Senior Sports and Health Development Officer at meetings with members, stakeholders and external bodies.

What's missing?

Our job descriptions cover as much of the role as we can possibly get down in writing, but issues will arise, and we hope and expect that you will understand that and take on-board other tasks from time-to-time, in keeping with your role of course.

Your conduct

We expect the highest standards of conduct from our employees and at all time you must carry out your duties with integrity and in accordance with the Code of Conduct for employees.

Equal opportunities

We have a strong commitment to achieving equality of opportunity and expect all employees to implement and promote our policy in their own work.

Health and safety

We are committed to a healthy and safe working environment and expect all employees to implement and promote its policy in all aspects of their work.

Personal and sensitive data

You will have regard for the duty of care owed to personal data and sensitive personal data and any other confidential or sensitive information which you access in the course of your employment ensuring adherence to the Data Protection Act and the Council's Information Security Policy and related guidance.

Talent development

We have a talent development programme that includes regular one-to-ones, mid-year reviews, end of year performance reviews and a strong and varied learning and development programme.

You will be expected to get involved in this talent programme to ensure you are performing at the highest level.

Confidentiality

We are committed to maintaining privacy of all staff and customers. We expect all staff to handle all individuals' personal information in a sensitive and professional manner. All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

Person specification

Please read the details on this form carefully before you complete your Application Form. This form lists the essential requirements needed in order to do the job.

Your written application will be considered in relation to the essential knowledge, skills, abilities, education and experience required for the job and candidates will therefore be selected for interview on this basis.

Elmbridge Borough Council is committed to providing the best possible services and ensuring they are accessible to all who need them irrespective of race, colour, ethnic or national origin, religious or political belief, Trade Union activity, age, disability, being male or female, married or unmarried, sexuality.

What you need to tell us on your application form:

- You will need to tell us throughout your application form and at interview how you can contribute to providing good quality services for all.
- For each of the requirements listed overleaf, you will need to explain how your skills, abilities, knowledge, education and experience make you suitable for this post.
- These may have been gained through previous employment, voluntary/community work, spare time activities, home responsibilities, training or languages spoken.
- You should also include anything else relevant to the job which you think we should know about.

We regret that we can only consider applicants who are already eligible to work in the United Kingdom.

**Sport and Health Development
Officer**
**Team: Leisure and Cultural
Services**
Salary: S4 – S6

Post no: Y00664
Hours: 36 hours per week
Car allowance
C3 – Frequent Car User

Key requirements	Desirable/ Essential	Desirable/ Essential	Desirable/ Essential	To be tested by: Application(A) Test (T) Interview (I)
	4	5	6	

Qualifications and education

Qualifications and Education					
1.	NVQ level 3 or equivalent in sports\community health development or a related field	E	E	E	A
2.	At least one UKCC Level 2 coaching qualification Coaching qualifications in a specific sport\ physical activity	D	D	D	A
3.	First aid at work qualification	D	D	D	AI
4.	Trained as a Healthy Walks\ Cycle Leader	D	D	D	A

Experience

Experience					
5.	A minimum of 2 year's experience of sport and health, community and physical activity development work within the public and/or private sector.	E	E	E	AI
6.	A minimum of 2 year's experience in organizing events and project management	D	E	E	AI
7.	A minimum of 2 year's experience of planning and/or delivering sport, health or physical activity sessions for people of differing ages, abilities, levels of fitness and backgrounds.	E	E	E	AI
8.	Multi agency working or experience of partnership working with leisure providers, and other external stakeholders	E	E	E	AI

9.	Experience in a managing volunteers or casual staff	D	E	E	AI
10.	Experience in successfully applying for grants and sponsorship.	D	E	E	AI
11.	Contract monitoring experience and reporting skills.	D	E	E	AI

Knowledge, skills and abilities

Knowledge, skills and abilities					
12.	Knowledge of the leisure, health industry and current sport, health and physical activity initiatives and policies.	E	E	E	AI
13.	Knowledge of local authority work practices	D	D	D	AI
14.	Possess a sound working knowledge of Sport England\ Public Health initiatives and policies	D	E	E	AI
15.	The ability to be innovative and creative in the delivery of services.	E	E	E	AI
16.	Ability to communicate effectively with voluntary groups, residents, parents, clubs, health partners, schools, national governing bodies and Active Surrey.	E	E	E	AI
17.	Good IT skills	E	E	E	AI
18.	The ability to work on your own initiative and as part of a team.	E	E	E	AI
19.	Understanding and commitment to sport\ physical activity equity principles	E	E	E	AI
20.	Analytical skills and ability to evaluate performance against indicators	E	E	E	AI
21.	Full Driving license and access to a vehicle	E	E	E	AI

Special requirements

Special requirements					
22.	Highly motivated self-starter.	E	E	E	A
23.	Able to attend meetings and activities/courses outside normal office hours.	E	E	E	A
24.	To be able to deputise for the Senior Sports and Health Development Officer	D	D	E	A

	at meetings with members, stakeholders and external bodies.				
25.	Access to a vehicle to enable transport throughout the borough	E	E	E	A
26.	Interest and passion for sport\health development and community work	E	E	E	A
27.	A willingness to apply for an Enhanced DBS disclosure which is a requirement of this position. This can be obtained after the post is offered.	E	E	E	A