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| **Post Title:**  **SPORT ON PARKS & PROGRAMME OFFICER** | | **Post Number:**  **X3384** |
| **Date:**  **12/05/14** |
| **Department:**  **REGENERATION & CULTURE** | **Division / Branch:**  **CULTURAL SERVICES** | |
| **Section:**  **PARKS & GREEN SPACES** | **Responsible to:** **SPORT ON PARKS OFFICER** | |

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| **Overall Purpose of this Post:**  To assist in the day-to-day running, promotion and development of sport on parks, and organise sporting opportunities across the City. |
| **Major Objectives:** These will include, as appropriate, those that reflect key corporate priorities, for example, ‘Cultural Diversity’, ’Social Justice’, ‘Environmental Quality’ and ‘Economic Prosperity’. |
| 1. To ensure services are provided in a cost-effective, timely and supportive manner.  2. To effectively promote and develop the service.  3. To ensure a safe and caring environment.  4. To be customer orientated and achieve good customer relations.  5. To improve access to sports opportunities and increase participation in sport at all levels  6. To promote a working environment free of harassment and discrimination.  7. To ensure target groups achieve equal opportunity in terms of access to, and participation in, sport and leisure  activities. |

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| Summary of job tasks: | |
| 1.  2.  3.  4.  5.  6.  7.  8.  9. | Manages allocated human, material and financial resources.  Deals with customer needs, enquiries and complaints.  Deals with operational problems.  Monitors and reviews service delivery.  Undertakes promotion and publicity activities.  Liaises with other agencies, the public etc., to develop complimentary working relationships and ensure the smooth running of the service.  Ensures compliance with Health & Safety regulations and the safe use and availability of materials and equipment.  Carries out a range of administrative tasks (e.g. maintenance of records, correspondence, etc).  Develops and organises sports coaching schemes (e.g. Champion Coaching), training programmes and activities. |

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| Is this post classified as “politically restricted”, as in the Local Government and Housing Act 1989, either  a) because of Its salary level ? *, or* Yes  No   b) because the potholder is required regularly to advise the Council and its  Committees, or communicates with the media on behalf of the Council? Yes  No  |
| Is this post subject to exemption from The Rehabilitation of Offenders Act 1974 ? Yes  No  |

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|  | **Job Requirements:** Essential (E) or Desirable (D). | **E/D** |
| **A. Training & Education** | **Appropriate governing body coaching award.**  **Basic understanding of sports development processes.** | **D**  **D** |
| **B. Experience** | **Supervisory experience.**  **Experience of promotional/development work, preferably gained within a leisure or service environment.**  **Experience of the voluntary sector.**  **Experience of organising sports activities.** | **D**  **E**  **D**  **E** |
| **C.Equal Opportunity** | **Must be able to recognise discrimination in its many forms and willing to put the Council's Equality Policies into practice.** | **E** |
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| **D. Other Skills** | **Good communication skills. Organised approach to working.**  **Literacy and numeracy skills appropriate to the tasks.** | **E**  **E** |
| **E. Other Conditions** Including any hazardous or environmentally adverse Conditions | **Flexible and unsocial hours, including evenings, weekends and bank holidays.**  **Must be prepared to wear uniform and identify badge provided.** | **E**  **E** |