

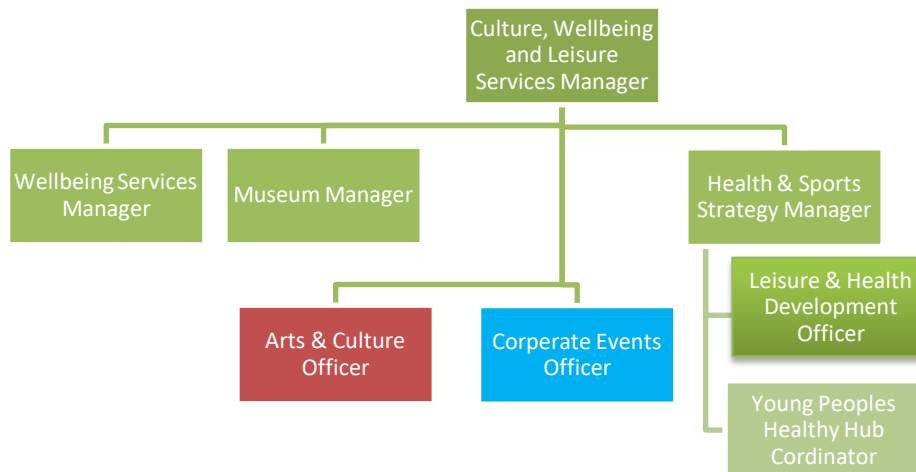
Job Description

Post Title	Leisure & Health Development Officer
Post Number:	012125
Business Unit	Communities and Neighbourhoods
Business Unit team	Sport & Leisure
Accountable To (<i>Line Manager</i>):	Health and Sports Strategy Manager
Responsible For (<i>Direct Reports Post Title</i>):	Event Staff, Coaches, instructors, volunteers, contractors, suppliers contractors and suppliers

Job purpose

To support the Health and Sports Strategy Manager in planning, co-ordination and implementing a comprehensive range of sports development and health improvement initiatives, projects and services in partnership with internal customers key strategic partners and community organisations

Organisational position



Key tasks, duties, responsibilities and accountabilities of the post

- To support the Council's sports development and wellbeing programme using strategies and practices that improve community health & wellbeing in partnership with key sector agencies including Sport England, Herts Sports Partnership, and NGB's the Council's Leisure contractor, charities, health sector organisations community and voluntary organisations.
- To support in the development, implementation and review of the Council's Health & Wellbeing Strategy and implement effective systems and procedures to facilitate and

commission projects to increase participation in sport, physical activity plus health and wellbeing programmes.

- To support with the effective monitoring and evaluation of projects to ensure outcomes are achieved and stakeholder, partner and funders requirements are met.
- To support in the effective delivery and communication of plans to ensure projects are delivered on time, to budget and meet specified targets.
- Recruitment and management coaches, instructors and volunteers on commissioned projects and services to ensure delivery effective of high quality and safe in line with industry standards
- Ensure the views of service users are taken into account in decisions affecting them and that they can influence the nature and quality of service they receive, through continued consultation and opportunities to co-design services.
- To support the department in the monitoring, performance and evaluation of the Leisure Management contract.
- To contribute to the Future Town, Future Council programme and council service delivery by helping to develop projects that add value to planned activities.
- Use data, insight and research to analyse local need to ensure projects and services are fit for purpose and deliver impact.
- Maximise the use of council assets and resources within local neighbourhoods, including community centres, pavilions, parks and open spaces and council staff\functions\services to deliver improved outcomes for local communities.
- Keep up to date with best practice within the industry through Continual Professional development and implement learning locally.
- To support action research through the submission and development of external funding bids and secure external resources to enable more sports development, health and wellbeing projects and activity across the town.
- Work directly with local communities, community groups, our Community Neighbourhood schemes and the Leisure Management contractor to encourage greater participation in sport and physical activity, in particular Sports Stevenage.
- Develop and maintain strong links with relevant internal stakeholders, strategic partners, community groups, external agencies, other local authorities and relevant individuals etc. in connection with key professional networks, meetings and conferences.
- Work in partnership with internal business units to ensure sports development, health & wellbeing services are integrated across the different agendas including community

development, community safety, housing, independent living schemes play and children and young people's development.

- Develop and implement health promotion plans to maintain effective communication with local residents to raise awareness of projects and services using various channels such as social media, newsletters, regular website updates, etc.
- Data and knowledge management
- Work in collaboration with the Communities and Neighbourhood Business Unit and Business improvement teams to undertake a key role in ensuring that relevant data and intelligence is gathered and translated to inform, underpin and review action plans and future planning.
- Maintain a good level of knowledge in relation to sources of additional external funding and current National and Local government policies affecting the sector.

The role's key contacts and level of relationships with individuals, groups of people, agencies and external organisations

- Lead on developing and managing external relationships within the sports development and physical activity sectors for which you are responsible.
- From time to timework closely with the Communities and Neighbourhoods Team, Senior Leadership Team, Executive Portfolio holder, members of the Council and other Council departments.
- To support in positive relationships at a strategic and operational level between the statutory services, emergency services, public, voluntary and community sectors and commercial businesses.
- Act as an advocate for, promoting the value of, community and civic events with key strategic partners. Key contacts will be community, voluntary; public sectors include local authorities, schools, youth and senior citizen organisations, niche groups, libraries, museums, arts practitioners. Strategic key partners include Health, Arts Council England, Heritage Lottery Fund and Sport England.

Governance, Corporate and other responsibilities

- Undertake any additional responsibilities as directed by the line manager commensurate with the level and grading for the role
- Adhere and ensure compliance to the Council's policies, rules and procedures including, Health and Safety, Equality & Diversity, information management including Data Protection, HR, all other legislative responsibilities, governance, financial and procedural rules.
- Ensure compliance to the organisation's Code of Conduct in the delivery and provision of services to staff and the community.

- Be prepared to undertake additional duties not included above that are appropriate to the job grade and qualifications, skill and experience as contained within the Person Specification, recognising that this Job Description will be kept under review and may be amended at the Council's discretion to ensure organisational needs are met.

Stevenage Borough Council (SBC) is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff, volunteers and recruitment candidates to share this commitment. SBC shall take all reasonable steps to employ staff who are safe to work with children, young people and vulnerable adults. For posts identified with regular contact with these groups applicants will be required to undertake a Value Based Interview. The council supports the legislative requirements for employing and maintaining safer staff and the guidance specified by [Hertfordshire Safeguarding Adults Board](#)

Person Specification

	Required Skills and Competencies	Essential	Desirable	How to be Assessed Application (A) Test (T) Interview (I)
Knowledge, Skills and Abilities	Educated to degree level or professional qualification in sports development, sports coaching, health or leisure management	<input checked="" type="checkbox"/>		A
	Hold a current and recognised and valid industry level 2 qualification either sport, leisure, fitness, health and wellbeing	<input checked="" type="checkbox"/>		A
	Hold a current and recognised and valid industry level 3 qualification either sport, leisure, fitness, health and wellbeing		<input checked="" type="checkbox"/>	A
	Gained through proven successful experience a thorough and up to date knowledge of sport development, physical activity, health and wellbeing initiatives	<input checked="" type="checkbox"/>		A/T/I
	Proven excellent project management skills	<input checked="" type="checkbox"/>		A/T/I
	A proven successful track record of an ability to manage multiple projects simultaneously with time, budget and quality requirements.	<input checked="" type="checkbox"/>		A/I
	A proven successful track record to innovate develop new models of delivery and take managed risks	<input checked="" type="checkbox"/>		A/T/I
	A proven track record of demonstrating an excellent people and people management skills	<input checked="" type="checkbox"/>		A/I
	A proven track record of establishing and maintaining key stakeholder relationships with internal and external partners, including internal customers, external partners including local, regional and national specialist organisations.	<input checked="" type="checkbox"/>		A/I
	Extensive experience proven successful experience of translating strategic plans into tangible actions to meet the ambitions of the organisation and our key partners and funders.	<input checked="" type="checkbox"/>		A/I

	Required Skills and Competencies	Essential	Desirable	How to be Assessed Application (A) Test (T) Interview (I)
Experience	Proven experience of successful bid writing and external funding applications and the successful delivery of funded projects and programmes		<input checked="" type="checkbox"/>	A/I
	The ability to develop profile, manage, monitor and report on budgets		<input checked="" type="checkbox"/>	A/I
	Experience of working with co-operatively with communities, key partners, senior managers and Council members.	<input checked="" type="checkbox"/>		A/I
	Proven experience of marketing and communications including the use of social media tools in a leisure, sport, health or events civic cultural, heritage or arts environment		<input checked="" type="checkbox"/>	A/I
	Proven experience of event delivery and management.	<input checked="" type="checkbox"/>		A/I
	Setting direction Anticipates and positively responds to internal and external challenges and opportunities	<input checked="" type="checkbox"/>		A/I
Leadership Competencies	A proven track record of using innovation and creativity to identify solutions to challenges in order to achieve the organisations ambitions.	<input checked="" type="checkbox"/>		A/I
	A proven track record of the ability to identify the need for change and take responsibility for identifying solutions and implementing change by taking a decisive stance.	<input checked="" type="checkbox"/>		A/I
	Engaging People Evidence of leading by example, communicating in a straightforward manner with integrity, promoting a working environment aligned to the Council's values.	<input checked="" type="checkbox"/>		A/I
Any other attributes for the role not mentioned above	Is visible to staff and stakeholders, engaging and building trust with people across the Council and within the community.	<input checked="" type="checkbox"/>		A/I

	Required Skills and Competencies	Essential	Desirable	How to be Assessed Application (A) Test (T) Interview (I)
	Actively builds and maintains a network of colleague's partners and key stakeholders to support the achievement of business and shared objectives.	<input checked="" type="checkbox"/>		A/I
	Seeks constructive outcomes, challenges assumptions whilst remaining willing to compromise	<input checked="" type="checkbox"/>		A/I
	Role models continuous self-learning and promotes development and career management for all staff Is willing to learn and undertake training and development to progress Continual Professional Development.	<input checked="" type="checkbox"/>		A/I
	Proven ability and experience of using Microsoft and other relevant software packages	<input checked="" type="checkbox"/>		A/I
	Delivering Results Creates an environment to deliver excellence, identifying the most appropriate and cost effective delivery models.	<input checked="" type="checkbox"/>		A/I
	Exemplifies positive customer service behaviours and promotes a culture focussed on ensuring customer needs are met.	<input checked="" type="checkbox"/>		A/I
	Celebrates success and acts as a role model in supporting and energising teams to build confidence in their ability to deliver quality outcomes.	<input checked="" type="checkbox"/>		A/I
	Creates space, autonomy and energy for working in a smarter, more focussed way, continuously seeking out new ways to deliver or improve how we deliver our services.	<input checked="" type="checkbox"/>		A/I
	Proactively recognises and values high performance and challenges areas of concern, both individually and organisationally.	<input checked="" type="checkbox"/>		A/I
	Other requirements not mentioned above	<input checked="" type="checkbox"/>		

	Required Skills and Competencies	Essential	Desirable	How to be Assessed Application (A) Test (T) Interview (I)
	<p>Ability and willingness to travel to a variety of locations as required for the role.</p> <p>It is expected that at least 50% of this role will be working outside of the office within the community and other relevant locations including home working</p> <p>Ability and willingness to work unsocial hours including evenings, weekends and bank holidays</p> <p>Enhanced DBS requirement</p> <p>Trained in Safeguarding</p> <p>Current clean full driving licence</p>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>		<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>