

## JOB DESCRIPTION

<b>Job Title</b>	: Development Officer - Game On England
<b>Reporting to</b>	: Development Manager - Game On England
<b>Supervision/Management of people</b>	: N/a
<b>Based at</b>	: Head Office, Wombwell
<b>Delivery areas</b>	: Trust programmes
<b>Salary</b>	: £25,338
<b>Benefits</b>	: Contributory Pension

### Purpose of the Post

To support the Game On England Development Manager in the delivery and growth of the Game On programme in England's coalfield communities. This will involve co-ordination of weekly sports sessions, events and training which aim to improve health and wellbeing, skills and self-esteem in English coalfield communities through sport.

To contribute towards the delivery of the Trust's Strategy, Operational plan and overall objectives by supporting and delivering Trust activities e.g. events, one to ones, workshops etc. that respond to the challenges that exist in former mining communities; linking local people to support available and other organisations.

To support quality, which is embedded in the management system to national and international standards and regulations, by complying to established processes. Review programme documents annually with the Development Manager and suggest changes to the custodian in accordance with document control.

### Main Requirements of the Post

**Creativity & Innovation** – Occasional use of creative skills to resolve routine/complex issues encountered within the role and assist in the development of new approaches/procedures within own work area; interpreting general guidelines when required

**Contacts & Relationships** – Routinely exchange straightforward information and provide clear explanations/advice on general matters; tailoring the communication accordingly without lessening comprehension. Develop one to one client relationships over a period of time and be diplomatic in sensitive situations; providing care and compassion, persuading others to take the required course of action.

Reason for the contact may involve duties of an advisory nature on non-complex issues, public speaking to mixed interest groups and developing others by providing encouragement and guidance. The outcome can have a noticeable effect on the person, service or organisation contacted.



the coalfields  
regeneration trust

**Decisions** - Make decisions from established alternatives within clearly defined controls/procedures for programme delivery which will have a material effect on the service. Prioritise work and resolve the majority of problems encountered within the role, only referring problems which are very difficult, unusual or require specialist input.

**Resources** – Accountable for the use and safekeeping of data systems, maintaining adequate data protection measures and ensuring confidentiality is observed at all times.

**Work Demands** - Able to on rare occasions switch from one task to another in a different area of work and resolve conflicting priorities/resource needs.

**Knowledge & Skills** – Appropriate qualification and a detailed level of knowledge and skills in a specialist discipline to undertake a range of tasks involving the application of readily understood controls, procedures and processes.

#### **Authorities of the Post**

The Trust's Management Team have assigned authorities for all roles. These authorities are detailed in a separate authorities log and applicable policies and procedures.