

JOB DESCRIPTION

- Job Title** : Sports Development Assistant – Community Sport
(volunteer placement opportunity)
- Service/Section** : Leicester-Shire and Rutland Sport
- Hours** : Up to 37 hours per week – including some evenings
and weekends.
- Duration** : Academic Year (i.e. September – July)
- Grade** : Voluntary (travel & work-related expenses paid)
- Base/Location** : SportPark, Loughborough University
- Responsible To** : Sports Development Officer
- Liaison With** : Local Authority Officers, School Sport and Physical
Activity Networks and other local delivery agencies.

Job Purpose:

- To support the planning and delivery of the following work areas:
 - Workplace Health Programme
 - Twilight Games Programme
 - Steady Steps Programme
 - This Girl Can Programme
 - Early Years Programme
 - Universal physical activity programmes (walking, cycling,
campaigns, running etc)
 - General administration, marketing and monitoring & evaluation
of programmes
- To support specific projects and programmes being delivered by
Leicester-Shire and Rutland Sport operate on time and on budget,
including contributing towards key targets/outputs.

MAIN DUTIES AND RESPONSIBILITIES:

1. Support the development of the Leicester-Shire and Rutland Workplace Health programme (including support for Workplace Health Needs Assessment, Workplace Competition Programme and LRS Business Games).
2. Support with the administration and delivery of the Twilight Games programme (including liaison with Residential and Care settings, monitoring & evaluation and development of activities).
3. Support with the demonstration of the impact of the Steady Steps Falls Prevention Programme (including collation of case-studies, monitoring & evaluation and development of impact videos).
4. Support with the administration and coordination of the Early Years Physical Activity Training Programme (including coordination of annual conference and Purposeful Physical Play training).
5. Be involved in the planning and support the delivery of various national sport and physical activity campaigns, e.g. This Girl Can, Make your Move and One You at a local level.
6. Attend events (e.g. This Girl Can Charity Event, Workplace Competitions), offering hands-on support e.g. setting up, registration, supporting volunteers / leaders etc
7. Produce promotional materials for various initiatives organised by Leicester-Shire and Rutland Sport.
8. Support the development, promotion and administration of the LRS Universal Physical Activity Programmes (e.g. walking and running programmes)
9. Undertaking additional generic operational / administrative tasks within the physical activity programme and communicating information to partners.
10. Any other tasks appropriate with the nature of the post that may be assigned by the Sports Development Officer.

PERSON SPECIFICATION

PERSON SPECIFICATION

	<u>Essential</u>	<u>Desirable</u>	<u>How Assessed</u>
<p><u>Experience (paid or voluntary):</u> <u>In one or more of the following areas:</u></p> <ul style="list-style-type: none"> • Sport • Physical Activity • Health • PE • Community Development <p>Able to demonstrate a commitment to the industry</p> <p>Able to demonstrate where they have managed a small project in either a community or education setting</p>	<p>✓</p> <p>✓</p> <p>✓</p>		<p>App/Int</p> <p>App/Int</p> <p>App/Int</p>
<p><u>Knowledge of:</u> <u>Policies in one or more of the following areas:</u></p> <ul style="list-style-type: none"> • Sport • Physical Activity • Health 	<p>✓</p>		<p>App/Int</p>
<p><u>Skills in:</u></p> <p>Sound working knowledge of Microsoft office i.e. Word, Excel, PowerPoint, Outlook</p> <p>Is enthusiastic, motivated and has the ability to work as part of a team or individually</p> <p>Can communicate effectively through the use of a range of written and oral skills</p> <p>Is able to provide reports and is able to Monitor and Evaluate a variety of initiatives and projects</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		<p>Application</p> <p>Interview</p> <p>App/Int</p> <p>App/Int</p>

Has excellent organisational, planning and presentation skills	✓		App/Int
Has good interpersonal skills, with the capability to communicate effectively with professional staff and volunteers	✓		Interview
Familiar with and able to use a range of social media platforms	✓		App/Int
<u>Attitude and Temperament:</u>			
Demonstrates professionalism at all times	✓		App/Int
Has the ability to work on own initiative	✓		App/Int
Is adaptable, flexible and able to contribute towards other areas of work as necessary	✓		Interview
A commitment to undertaking continuing professional development opportunities	✓		App/Int
<u>Other</u>			
To be able to travel around the county, access to and use of a car would be preferable.		✓	App/Int
<u>Factors not already covered</u>			
Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Disability Discrimination Act 1995.			

App = Application Form
Int = Interview