

# JOB DESCRIPTION

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| **Post Title:** | Leisure Development Support Officer | **Department / Service:**  | Economy & Culture |
| **Hours:** | 37 hours per week | **Level:** | G02 |
| **Location:** | Coed Pella | **Job Evaluation Number:**  | SL2434 |
| **Responsible to:** | Leisure Development Officer | **Responsible For: (Staff)** | N/A |

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| **Job Purpose:**  |
| To provide a support service for the section in order to increase community participation through information, support and training. The post holder will assist in setting up and coordinating events and programmes within Leisure Development Team and support in coaching delivery.  |

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| **Duties and Responsibilities - Job Specific** |
|  | To ensure an efficient and effective operation in practical terms, of all activity programmes implemented.  |
|  | To liaise with the leisure development team in the planning of a comprehensive programme of community activities reflecting seasonal trends |
|  | To conduct research and to subsequently identify recreational needs within communities, with particular reference to minority groups. |
|  | To assist in producing and publicising information on local opportunities for participation in leisure in partnership with Marketing colleagues. |
|  | To contribute towards the promotion and marketing of the leisure development team. |
|  | To support the delivery and coaching of events delivered by the team e.g. Sports Awards, holiday activity programmes, school festivals. |
|  | To support the local voluntary sports council Sport Conwy, e.g by promoting the work of the organisation, increasing affiliations, updating website, social media platforms and co-ordinating training courses as and when required.. |
|  | To utilise the technology within Leisure Services to benefit the leisure development team. |
|  | Co-ordinate and promote the delivery of the Conwy Talented Athlete Scheme. |
|  | To arrange for the regular maintenance checks for relevant section equipment. |
|  | To liaise with schools, youth groups and local voluntary organisations throughout the County when required. |

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| **Duties and Responsibilities – Corporate**  |
|  | To be responsible for establishing good working relationships both internally and externally. |
|  | Compliance with the Authority’s Policies and Procedures and to make known to Senior Officers any areas which are not adequately covered. |
|  | To participate actively in supporting the Authority’s principles and practices of equality of opportunity as laid down within the Equalities Policy. |
|  | To be responsible for the application of Health & Safety practices within the daily operations, sharing a common responsibility for Health & Safety across the department, directorate and Authority as a whole. |
|  | Employees will be required to give certain information relating to themselves in order that the Authority may properly carry out its duties, rights and obligations as an employer. The Authority will process and control such data principally for personnel, administrative and payroll purposes. |
|  | As a term of your employment and in order to maintain effective departmental operations, you may be required to undertake any other reasonable task, commensurate with your grade, as determined by your Line Manager or Head of Service. |
|  | Conwy is committed to safeguarding children and vulnerable groups. All Council employees are expected to be aware of the Corporate Safeguarding Policy and their responsibility to report any concerns in the appropriate manner and timescales. |

###### **Review Date/Right to Vary**

This job description is not intended to be an exhaustive list of duties. The Authority reserves the right, after appropriate consultation with you, to vary your duties and responsibilities within the parameters of your grade and occupational competence in order to respond to changes in the needs of the service.

**Signed by:** …………………………………………. **Date:** …………………………..

 **Employee’s Name and Signature**

**Approved by**

**Head of Service:** ………………………………….. **Date:** ……………………………..

PERSON SPECIFICATION

**Post: Leisure Development Support Officer**

**Date: March 2022**

**Please Note: In order to be shortlisted for this post you will need to demonstrate that you meet all the criteria ranked as E - Essential.**

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| **Factor** | **Requirements** | **How Identified** | **Essential** | **Desirable** |
| **Knowledge & Skills** | GCSEs at Grade C or above in English and Maths (or equivalent) | AF/V | E |  |
| Level 2 or above qualification in a sport or fitness related qualification or equivalent experience | AF/V | E |  |
| To have an interest in sport, fitness and encouraging participation in physical activity. | AF/I | E |  |
| A National Governing Body coaching qualification at minimum Level 2 or willingness to achieve | AF/V | E |  |
| Good understanding of social media platforms, ability to create content for programmes. | AF/I | E |  |
| Good organisational skills with experience or ability to organise and set up small events or sporting programmes | AF/I | E |  |
| To hold or ability to undertake relevant Health and Safety training and awareness e.g. Manual Handling/ IOSH Working Safely. | AF/V | E |  |
| Self-motivated and enthusiastic | AF/I | E |  |
| Excellent ICT skills in Microsoft Office applications. | AF/I | E |  |
| The ability to communicate in English | AF/I | E |  |
| The ability to communicate in Welsh | AF/I |  | D |
| **Supervision & Management** | Ability to work with minimum supervision, within a corporate framework. | AF/I | E |  |
| Effective time management and prioritisation skills. | AF/I | E |  |
| **Creativity & Innovation** | Ability to assist in collating data and information to support reports, and grant application forms. | AF/I | E |  |
| Ability to conduct thorough research and make recommendations as a result. | AF/I | E |  |
| Ability to use technology to streamline programme delivery. | AF/I | E |  |
| **Contacts &** **Relationships** | To demonstrate confident communication skills | AF/I | E |  |
| Experience of working with the general public and children | AF/I | E |  |
| Ability to engage, communicate and foster good relationships with voluntary grant agencies, community groups and organisations. | AF/I | E |  |
| **Decisions / Recommendations** | Demonstrate commitment to the Service, taking ownership of tasks and seeking to meet deadlines. | AF/I | E |  |
| Ability to make decisions within the remit of the role | AF/I | E |  |
| **Resources** | To be responsible for Council issued IT equipment including laptop and mobile phone. | AF | E |  |
| **Physical Demands** | Must be physically fit and mobile in order to respond to a range of situations including outdoor and remote locations.Ability to travel extensively through the County.Flexible working – evenings and weekends. | AF/RAFAF | EEE |  |

Please Note: In order to be shortlisted for this post you will need to demonstrate that you meet all the criteria ranked as E - Essential.

Identification of the requirements will be through the:

Application Form (AF),

Interview (I),

Test at interview (T),

Presentation at interview (P),

Verification (V)

Reference (R)