



JOB DESCRIPTION

Job Title:	Sports Development Officer
Responsible to:	Chief Executive
Salary Band:	£24,000-28,000
Type of Contract:	3-year contract, with a six-monthly review.
Hours of Work:	37.5 hours per week - This will include evenings, weekends and public holidays
Employer:	LimbPower.
Probationary Period:	Six months
Location:	You will be expected to work from home
Transport:	The successful candidate must have their own transport (National Travel is required).

Job Purpose:

The Sports Development Officer will engage with key partners and agencies about the delivery of LimbPower's Sport England NDSO Programme. The post holder will increase participation in physical activity and sports supporting more amputees and adults with limb difference to take part in physical activity and sports activities across the country.

Key Responsibilities

A willingness to work flexible, including weekends and school holidays, is essential. Working hours can include evening meetings and occasional absence from home.

- To implement and monitor the Sport England NDSO programme providing regular progress reports as required.
- To coordinate, manage and implement a programme of interventions (including the Introduction to Sport Workshops, The LimbPower Games, Toolkits, NGB Sports Plans, Limb Centre Visits and management of LimbPower Events).
- To ensure effective and appropriate communication is maintained with all relevant organisations and partners (including visits to Limb Centres, Private Clinics, Meetings with National Governing Bodies of Sport, Active Partnerships, attending relevant events and attending advisory meetings).
- To manage phone calls, emails, social media and meetings with success. Being competent with excel spreadsheets and keeping logs of all communications from participants to sporting organisations for monitoring purposes.
- To ensure that effective and appropriate communication is maintained with amputees and individuals with limb difference.
- To ensure that appropriate Policies and Procedures are in place and records maintained.
- To ensure systems are in place which will enable coaches and volunteers to be trained, developed and motivated effectively.
- To attend meetings/advisory groups on behalf of LimbPower.
- To ensure all activities are included on the LimbPower Website, in the Calendar of Events and Activities and on our social media pages.
- To ensure the Chief Executive is regularly updated on all aspects of work
- To perform other such tasks as deemed necessary and reasonable by the Chief Executive

This job description is not to be regarded as exclusive or exhaustive. It is intended as an indication of the areas of activity and may be amended from time to time in light of the changing needs of the organisation.

Typical work activities

The tasks that sports development officers could become involved with include:

- contacting community members about participation opportunities, via telephone, email, post and social media
- contacting coaches/volunteers about coaching/volunteering opportunities, via telephone, email, post and social media
- Keeping the LimbPower database up to date in accordance with GDPR guidelines.
- recruiting, training, supporting, developing and managing coaches and volunteer staff;
- Managing key volunteers including the Nordic Walking Programme and the Physical Activity Adviser Programme.
- coordinating, delivering and promoting relevant activities, classes and events;
- identifying sport, recreation and health initiatives and events available to our community and communicating these effectively;
- evaluating and monitoring activities and projects using performance indicators;
- raising awareness of health and fitness issues and promoting participation in sport, particularly amongst underrepresented groups;
- maintaining records and producing written reports; including updating records, and recording registrations for events and workshops.

- attending local, regional and national meetings, seminars and conferences;
- checking venues and managing facilities;
- recruiting event participants;
- liaising with NGBs to develop best practices in coaching amputees and ambulant disabled people;
- working with national governing bodies (NGBs) for specific sports in relation to clubs and events;
- working with Active Partnerships) in relation to clubs and events;
- developing a range of partnerships (Sports Plans and affiliate agreements) with organisations and initiatives focused on increasing participation;
- managing resources and a budget and identifying potential opportunities for external funding;
- maintaining links with county, regional and national sporting representatives and organisations;
- working within specific guidelines, e.g. equal opportunities, health and safety, child protection, GDPR;
- educating and training coaches, volunteers and facilities staff. Experts in disability awareness may also be called on, where appropriate;
- using information and publicity to ensure people with disabilities are more aware of the physical activity and sporting opportunities available to them;
- working in partnership with appropriate organisations to deliver a programme of activities;
- organising sport-specific activities and maintaining inclusivity in sports.