



Job Description

Sports Consultant

Location: Devizes

Salary range: £22776 to £25262

1. PURPOSE AND SCOPE

To promote and support sport and physical activity to the residents of Wiltshire and Swindon by coordinating and providing a range of services, activities and information relevant to the development of sport and physical activity

2. ORGANISATIONAL RELATIONSHIPS

Responsible to: Operations Director

Responsible for: Casual and contracted coaches and tutors

Contacts (internal) - Board Members, WASP core team,

Contacts (external) - National Governing Bodies of Sport; Swindon Borough Council; Sport England, English Federation of Disability, Sports Coach UK, Public, Private and Voluntary sector organisations;

3. SAFEGUARDING

Wiltshire and Swindon Sport is committed to safeguarding and promoting the welfare of Children and Young People and all staff working with these groups are expected to share a commitment to this. You will be expected to report any concerns relating to the safeguarding of children and/or young people in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children or young people gives cause for concern, the Company's agreed Child Protection procedures will be followed, alongside implementation of the Disciplinary Procedure.

4. DUTIES OF POST

- To support on the sub regional implementation and management of national and regional sport and physical activity programmes and projects. These could include volunteering, leadership, coaching and participation;
- To support with the development, delivery, monitoring and review of projects, programmes and events;
- To work closely with National Governing Bodies of Sport to enable them to effectively deliver their whole sports plans including supporting club and coach development and targeted participation programmes;



- To engage external partners in initiatives and manage project teams within specified resources and timescales;
- To provide information and support to partners including National Governing Bodies of sport, local authorities, education and voluntary sports clubs to include club development, volunteering, funding, coach employment and deployment
- To provide information to the WASP core team, executive board and external partners including through the preparation and presentation of reports;
- To work with partners include local authority sports development teams, facility providers, private sector leisure providers, national governing bodies of sport (NGBs), education sector and voluntary sports clubs to develop and deliver initiatives;
- To development and support innovative partnerships with a wide range of diverse and multi-disciplinary external organisations to enable to effective delivery of programmes;
- To support the recruitment, leadership and management of post within the Wiltshire and Swindon Sport core team including casual and contracted coaches and tutors;
- To support in developing, managing and monitoring budgets;
- To support sub regional and regional networks (e.g. NGB forums, Programme specific groups);
- To maximise inward investment and income generation opportunities to support the delivery of Wiltshire and Swindon Sport core and extended services;
- To maximise the potential of data management information (e.g. Right coach, Active People, Market Segmentation) to support the effective marketing and implementation of programmes;
- To assist in the development and implementation of policies and procedures to ensure high standards including health & safety, risk assessments, equal opportunities and safeguarding;
- To plan and deliver sports coaching sessions to young people and adults to support the implementation of projects;
- To plan and deliver tutor training and mentoring to coaches, leaders and volunteers
- To collaborate with other members of the WASP core team to ensure the effective delivery of all projects, programmes and events
- Undertake any other duties appropriate to the role as required by Wiltshire and Swindon Sport.

5. **HEALTH & SAFETY**

To be responsible for your own health and safety and that of anybody else who may be affected by your acts or omissions.

6. **OTHER DUTIES**

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not in themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation. *(Staff temporarily undertaking additional duties may be considered for an honorarium payment subject to eligibility)*

PERSON SPECIFICATION

	Essential	Desirable
Qualification/ Knowledge	<p>Sports Coaching, tutoring and leadership qualifications</p> <p>Knowledge of current national sports, physical activity and coaching policies and programmes;</p>	<p>Degree in sport, coaching or leisure related subject</p>
Experience	<p>Current experience of working in sports, physical activity or coaching development;</p> <p>Experience of developing, planning and delivering sports coaching, tutoring and mentoring programmes</p> <p>Experience of developing, implementing, monitoring and reviewing development plans;</p> <p>Experience of developing partnerships and multi-agency working;</p>	

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	<p>Experience of working with national sports development partners including national governing bodies of sport;</p> <p>Experience of supporting volunteers;</p> <p>Experience of working within budget frameworks;</p>	
Skills	<p>Excellent communication, presentation and inter personal skills with the ability to communicate effectively and develop strong working relationships at all levels;</p> <p>Proven negotiation, problem solving, brokering and influencing skills;</p> <p>Comprehensive IT skills</p>	<p>Marketing and promotional skills including knowledge of social networking</p> <p>Proven experience of developing innovative, diverse and creative sports/physical activity interventions</p>
Personal Qualities	<p>Effective time management with the ability to work under pressure using own initiative;</p> <p>Solution focused and prepared to take responsibility;</p> <p>Willing and confident to make decisions;</p>	
Motivation	<p>Highly motivated and passionate about the role of sport/physical activity;</p>	
Personal circumstance	<p>Ability to travel around the county and elsewhere as required;</p> <p>Ability to work unsocial hours (including evenings and weekends);</p>	