

**PG**

**4744**

**Post Specification**

**Organisational Support**

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| **Date** | | **September 2020** |
| **Post Title** | Development Officer – Active Cumbria | |
| **Job Family Role Profile** | | **OS11** |
| **Final Grade** | | **Grade 11** |

**To be read in conjunction with the job family role profile**

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| **Service Area description** | | |
| Active Cumbria is one of 42 Active Partnerships covering every part of England and is part of Cumbria County Council’s Public Health Team. Through the provisionof leadership, expertise, insight and connectivity, we support local organisations to develop services to achieve a wide range of outcomes through increasing participation in physical activity and sport in communities across Cumbria. | | |
| **Purpose of this post** | | |
| To advocate and influence stakeholders and partners and empower communities to tackle inactivity and address health inequalities through the delivery of high quality sustainable customer led physical activity and sport. To apply local knowledge and specialised skills to support the achievement of agreed outcomes within the Active Cumbria’s long term plan. | | |
| **Key job specific accountabilities** | | |
| 1. Lead on developing productive working relationships with both internal and external partners at a locality level; building capacity, enhancing networks, sharing knowledge and intelligence, whilst applying specialist skills in relation to physical activity to improve identified outcomes as identified locally. 2. Lead on the effective planning, management and delivery of a range of local projects, programmes and events tackling inactivity and addressing health inequalities 3. Maintain current understanding of local strategies and plans, development programmes and providers in the locality. 4. Provide high quality communications and collaborative working opportunities; offering added value to inform local and strategic decision making in response to tackling inactivity and addressing health inequalities 5. Provide support to all Cumbria County Council Directorates, employees and elected members, to ensure that tackling inactivity is appropriately reflected in the locality planning process and forms an integral part of relevant Local Area Plans 6. Advocate with wider partners opportunities to pool resources and consider more strategic investment that meets identified local needs and priorities 7. Act as a single point of contact for colleagues and local authority based partners operating as a conduit to the rest of the Active Cumbria team 8. Drive opportunities to raise awareness and increase political endorsement, in order to raise the profile of the benefits of Physical Activity and Sport in achieving the Health and Wellbeing Outcomes amongst influential local leaders. 9. Provide increased awareness of the support Active Cumbria can provide 10. Ensure community groups and local providers are effectively signposted to relevant sources of insight and intelligence to assist and inform planning and future delivery 11. Provide advice and support to a range of organisations regarding appropriate alternative funding sources to generate inward investment into physical activity and sport      1. Represent Active Cumbria and Cumbria County Council, acting on behalf of the authority, to develop and lead effective networks and relationships with key partners at locality levels where appropriate. Improve mutual understanding of each other’s priorities and pressures and enable Active Cumbria and the Council to be an effective partner 2. Oversee the collection and analysis of data and insight to provide robust intelligence to assess impact of Physical Activity and inform on the planning for the future both internally and with partners 3. Advocate and influence partners to adopt a customer focussed, appropriately experienced and skilled workforce to deliver programmes and events 4. Support the preparation and completion of Sport England and others Performance Management Reports 5. Support Active Cumbria and the Council in the achievement of National Standards for Equality and Safeguarding and well as Organisational Improvement 6. Ensure that all projects, programmes and events adopt relevant equality and diversity and safeguarding policies 7. To manage and lead on their existing thematic work areas whilst assisting colleagues within the Active Cumbria team with the delivery of specific programmes and projects 8. To undertake such other duties and responsibilities commensurate with the grading and nature of the post as directed by the Senior Manager Development/Operations | | |
| **Please note annual targets will be discussed during the appraisal process** | | |
| **Key facts and figures of the post** | | |
| **Budget Responsibilities** | | * Management of project, programme and event teams and associated budgets (circa £50,000) as appropriate, in line with the Council’s financial policies and procedures. * Influence workforce from partner organisations and agencies to deliver on strategic and local interventions. * Input into policy and strategy developments and implementation. |
| **Staff Management Responsibilities** | | * To be responsible for the effective management of any temporary staff and volunteers recruited to support the delivery of projects, programmes and events. * To work effectively in the Active Cumbria Core Team, supporting colleagues and mentoring as appropriate through associated project development teams. |
| **Other** | | * N/A |
| **Essential Criteria - Qualifications, knowledge, experience and expertise** | | |
| **Qualifications**   * Educated to NQF/FHEQ level 4 or NQF/FHEQ level 2/3 plus extensive demonstrable experience of working in a related environment   **Experience**   * Proven track record of developing effective multi-agency partnerships * Demonstrable experience of developing and delivering sporting activity to achieve objectives and measurable outcomes * Project and event management with multi-agency partners * Managing and maintaining budgets and resources   **Knowledge**   * Expert breadth and knowledge of sport and physical activity development and application of partner engagement * Understanding of current policies, practice and guidance in relation to sports development and physical activity * Understanding of the challenges facing partners engaged in the sporting infrastructure of the county * Experience of working to strict deadlines and timescales   **Skills and Expertise**   * Good interpersonal skills, including negotiation and influence * Effective enhanced communication skills – verbal and written * Political environment awareness * Ability to manage self and prioritise effectively * Problem solving skills and ability to act on own initiative * Ability to build and maintain productive working relationships * Present a professional image and exhibit a high level of customer care * Ability to effectively monitor and evaluate | | |
| **Disclosure and Barring Service – DBS Checks** | | |
| * This post does not require a DBS check. | | |
| **Job working circumstances** | | |
| **Emotional Demands** | * N/A | |
| **Physical Demands** | * Occasional lifting and carrying of everyday equipment and resources before and during the delivery of events | |
| **Working Conditions** | * N/A | |
| Other Factors | | |
| * N/A | | |