

## Job Description

<b>Job Title</b>	Physical Activity and Sport Development Officer (Place Based)
<b>Directorate</b>	Neighbourhoods and Housing
<b>Service Area</b>	Sport and Recreation
<b>Grade</b>	6
<b>Competency Level</b>	1
<b>Salary</b>	£34,314 - £38,626
<b>Job Type</b>	Hybrid
<b>Location</b>	Liverpool Citywide
<b>Disclosure and barring service (DBS)</b>	Not Applicable
<b>Job Evaluation Ref No</b>	

## Job Purpose

To assist the Physical Activity and Sport Development Coordinator in the resourcing, delivery and evaluation of the Liverpool Active City Strategy Programme.



## **Directly Responsible For:**

Staff including contractors, volunteers and those in externally funded and time-limited posts may, from time to time, be assigned to the postholder

## **Directly Responsible To:**

Strategic Physical Activity and Sport Coordinator

## **Main Areas of Responsibility:**

- Assist the Strategic Physical Activity and Sport Coordinator in delivering the outcomes of the city's physical activity and sport strategies
- Support "Place Based" approaches to increasing physical activity levels
- Assist the Strategic Physical Activity and Sport Coordinator in a periodic review of the strategy and related delivery plans
- Assist the Strategic Physical Activity and Sport Coordinator in the strategic coordination of physical activity and sport programmes, working with key stakeholders
- Assist the Strategic Physical Activity and Sport Coordinator in implementing an insight-led approach in partnership with other council teams and key stakeholders including Sport England, MSP, Liverpool Integrated Place Partnership
- Identify, develop and maintain positive relationships with key stakeholders including community and voluntary sector providers of physical activity, sports clubs and major event partners to increase participation across Liverpool
- Assist the Strategic Physical Activity and Sport Coordinator in implementing an effective commissioning framework for the delivery of physical activity and sport programmes including a range of citywide physical activity and sports development campaigns and initiatives

- Assist the Strategic Physical Activity and Sport Coordinator in implementing a robust project and performance management framework across the programme
- Responsible for such budgets that may be assigned to the postholder by the Strategic Physical Activity and Sport Coordinator
- As required, deputise for the Strategic Physical Activity and Sport Coordinator at meetings, seminars, conferences and other events
- Support the Strategic Physical Activity and Sport Coordinator in preparing and presenting reports to the Health and Wellbeing Board, Joint Commissioning Group and funding partners
- Maintain awareness of Corporate and Community Strategies and objectives, supporting the Strategic Physical Activity and Sport Coordinator in ensuring that initiatives to increase participation by target groups and communities in physical activity makes appropriate contributions to the development and implementation of such strategies
- Lead, motivate and manage staff, including contractors, volunteers and those in externally funded and time-limited posts that may, from time to time, be assigned to the postholder
- Assist the Strategic Physical Activity and Sport Coordinator in the development, implementation and review of service business plans

## **Supervision and Management Responsibility:**

- No supervisory or line manager responsibility

## **Budget and Financial Responsibility:**

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact

## **Social Value Responsibility:**

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

## **Physical Demands of the Job:**

- This post is a combination of office work and field work. It will involve sitting for long periods of time and a requirement to travel to meet service needs

## **Corporate Responsibility:**

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

## Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at competency level 1.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

# Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

## Qualification and training

### Essential

- Recognised qualification in an appropriate discipline (A,I)

## Experience

### Essential

- Experience of the development, implementation and review of a range of sport and physical activity development programmes and initiatives (A,I)
- Experience of working with communities and user groups in the definition, delivery and review of sports development activities (A,I)
- Experience of assisting with the development and submission of successful bids for external and partnership funding (A,I)
- Experience of community and stakeholder engagement (A,I)

### Desirable

- Experience of delivering sports events through third party service providers
- Experience of partnership working; both within and with bodies external to the City Council

## Skills/Abilities

### Essential

- Ability to prioritise workloads and to meet deadlines (A,I)
- Awareness of the contributions that sport and physical activity make to high level strategies such as community cohesion and regeneration (A,I)
- Awareness of Health Improvement and allied Public Health and CCG outcomes and the contributions that sport and physical activity development can make to their achievement; together with an understanding of the roles and responsibilities of the United Kingdom agencies responsible for sport, physical activity and health improvement (A,I)
- Ability to work as part of a team (A,I)

### Desirable

- An awareness of the principles of marketing and promotion
- An awareness of the principles of problem solving
- An awareness of the principles of contract management
- An awareness of the principles of performance management and review

## Commitment

### Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council
- To promote and develop the City Council's commitment to equal opportunities

## Other

### Essential

- Occasional work outside standard hours; including, as required, during evenings and at weekends (A,I)

### Desirable

- To wear a uniform and Personal Protective Equipment as required

