

Job Description



Post title:	Development Manager (CYP & Education)
Reporting to:	Head of Development
Responsible for:	N/A
Job Level:	Tier 4
Location:	Home based with travel to the Aura Centre & across the Humber as required

Principal purpose of post:

- Supporting the development and organisation of physical activity and sport opportunities specifically for children and young people in an education setting across the Humber.
- Contribute to breaking the cycle of disadvantage and disengagement of children and young people in an educational setting by working with partners to develop opportunities, programmes and events which use physical activity and sport to build aspirations, make positive choices and improve life chances.
- As a development team member develop partnerships to increase regular participation in physical activity and sport by children and young people, in an educational setting particularly those impacted by health, social or economic inequalities.

Key Responsibility Areas:

- Identify, build, and maintain excellent relationships across the work area of children and young people in an educational setting across the Humber.
- Work in partnership with other organisations, charities, and statutory agencies to strengthen messaging around physical activity and sport for children and young people in an educational setting and identify gaps for delivery, including local, regional, and national agencies.
- Embed equality and inclusion principles across all work in the Humber.
- Identify training needs for relevant individuals and organisations within the identified communities and to support the provision to meet these training needs.
- Undertake and support work to understand the needs of children and young people to develop appropriate physical activity and sport programmes in school e.g., School Games and into the community.
- Understand the challenges and barriers faced by children and young people facing inequalities to take part physical activity and sport and identify and develop ways of addressing these.
- Support organisations to bring in investment into the Humber to develop more physical activity and sport opportunities and projects aimed at supporting children and young people in an educational setting to be more physically active.
- Be proactive in supporting investment through Active Humber into educational organisations aimed at supporting disadvantaged children and young people to be more physically active.

- Work alongside other Development Managers to support and develop buddying, mentoring and community champion schemes to support the development of physical activity opportunities for children and young people in an educational setting.
- The post holder will be the lead officer for the Sport England Active Lives Children and Young People survey.
- A key area of responsibility will be liaising with and building positive working relationships with the Schools Games Organiser network to ensure the work of Active Humber is aligned to their plans and aspirations.
- Undertake insight, monitoring & evaluation linked to specific projects as and when required

Other Areas of Responsibility:

Relationship Management

- Maintain effective working relations with a range of stakeholders and partners to further the aims of the organisation.

Communications and Public Relations

- Represent the organisation, as appropriate, and promote the work of the organisation.
- Act as an external advocate for matters relating to the organisation.

Financial and statutory responsibilities

- To adhere to areas of governance and financial procedures.
-

Common requirements for all posts:

- All staff are expected to demonstrate consistently high standards of personal and professional conduct and maintain high standards of ethics and behaviour, in line with the Code of Conduct.
- To contribute to the development of a professional working and learning environment within the organisation.
- To actively engage in the performance review process.
- To continue personal professional development as required.
- To contribute to the organisation's understanding of diversity, inclusion and equality and its implications for sports and to ensure that this understanding informs all the organisation's activities.
- To support the work of National and Regional partners, Sport England and other Active Partnerships.
- Attend staff and other meetings and participate in staff training and development events as required.
- To ensure adherence to the organisation's policies and procedures with particular reference to Equality, Equal Opportunities, Safeguarding, Data Protection and Health and Safety.
- To work in a flexible manner in line with the organisation's objectives and be willing to undertake other duties as reasonably requested.
- To provide excellent customer care in dealings with the public.
- Be willing to work unsociable hours, including some weekends and evenings.
- With notice, willingness to travel and work across England routinely.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description is current at the date shown, but, in consultation with you, may be changed by the CEO to reflect or anticipate changes in the job commensurate with the grade and job title.

Person Specification

Technical Competencies (Experience and Knowledge) (Please also include here qualifications required to carry out the role)	Essential (E) or Desirable (D)
Degree or equivalent professional qualification in a relevant field e.g., sports, health	D
A minimum of 2 years' experience and record of delivering and monitoring/evaluating projects and programmes	D
An understanding of current strategic context for the physical activity and sport sector, the priorities of DCMS and Sport England and the role of an Active Partnership	E
An ability to demonstrate experience of designing physical activity development plans	E
Experience of working with a range of educational, voluntary and community sector organisations	E
Experience of partnership working with a range of partners including physical activity partners and non-physical activity partners to support the development of opportunities for Children and Young People in an education setting to become more physically active	E
Understanding of the challenges and barriers relating to Children and Young People in an education setting who are physically inactive	E
Knowledge and understanding of the benefits of physical activity and a healthy lifestyle with a focus on physically inactive Children and Young People in an education setting.	E
Experience / knowledge of delivery of physical activity in various settings	E
Understanding of workforce and the role it plays in the provision of physical activity	E
Experience of working with and supporting volunteers	E
Understanding and experience of challenging stigma and discrimination	D
Experience of delivering training and / or supporting the development of training resources	D
Experience of monitoring and evaluating projects; measuring and tracking impact of work undertaken across a project	E
Working knowledge of IT and the ability to use this knowledge to produce reports, documents and manage/monitor finance	E
The ability to work against an agreed work programme and project plan in order to meet deadlines	E
The ability to act on own initiative in response to day-to-day problems	E
Excellent interpersonal skills with effective written and oral communication, with the ability to persuade, negotiate, enthuse and influence verbally and in written format	E
Good administrative and organisational skills	E
An ability to work effectively as part of a team as well as individually	E
Have a confident and enthusiastic personality with a flexible 'can do' attitude to his/her work	E
Have a high level of self-motivation	E
Willingness to undertake appropriate training in relation to the delivery of the job	E

Hold a full driving license and have access to a motor vehicle	E
Ability and commitment to work outside of normal office hours, i.e., evenings, weekends, and bank holidays	E
An understanding of safeguarding adults and young people in sport	D
Some experience and knowledge of performance standards such as "Quest"	D
Experience of developing communication tools such as newsletters, website content and information leaflets etc	D

The appointment of a successful candidate will be dependent upon a DBS check.