

## **Job Description**

Post title:	Development Officer (Programmes and Projects)
Reporting to:	Director of Development
Responsible for:	n/a
Job Level:	Level 5
Location:	Home based with travel to the Aura Centre each Monday

### **Principal purpose of post:**

- To work as part of a team to provide customer focused services and a high quality, efficient programme, project, and administration support, using a range of IT packages and general administration skills.
- Provide administrative and business support to managers, ensuring development programmes are delivered on time and to a high standard.
- To support the delivery programmes and projects of the Active Humber staff team.
- To support the Chief Executive Officer and Director of Development with administration and governance matters.

### **Key Responsibility Areas:**

- To support colleagues, as directed, to deliver programmes and projects by providing administrative and business support skills.
- Communicate with colleagues on the progress of activities and programmes.
- Support the delivery of Active Humber events.
- Support the management and administration of the Active Humber CRM systems.
- Support the management and administration of the Active Humber project database.
- Provide support for a range of Active Humber delivery and funding programmes, ensuring that these are delivered to a high standard.
- Support report writing, including gathering and collating data and information as required.
- To collate and prepare information from a variety of sources, including inputting and retrieving data using databases, or other applications (support insight work such as any mapping we require, data input, etc.)
- To support the delivery of Active Humber, Sport England programmes effectively and meet the agreed targets across the Humber.
- Support the development and maintenance of the Active Humber website.
- Support the production of Active Humber marketing activities, as required.



- Support the Chief Executive Officer and Director of Development with administering Board communications and arrangements.
- Support the CEO and the Head of Development in the attraction of additional investment into Active Humber, through Active Humber and for the Humber.
- Support the investigation of new ways to increase the profile of sport and physical activity and the work of Active Humber, locally, regionally, and nationally.

#### Relationship Management

- Support partnerships and working relationships within identified programmes and projects.
- Maintain effective working relations with a range of stakeholders and partners to further the aims of the organisation.
- Act as first point of contact for external queries or enquiries.

#### Communications and Public Relations

- To represent and promote the work of the organisation, as appropriate.

#### Financial and Statutory Responsibilities

- Identify alternative methods or techniques to support activity, to ensure that best value for money is achieved.
- Adhere to areas of governance and financial procedures.

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#### **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.
- Role model the development of physical activity and strategic interventions to achieve organisation aims.
- Role model the organisation's values and aims.
- To support the work of Sport England and other Active Partnerships (APs).
- 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 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.

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

<i>Qualifications</i>	Grade 4 (C) or above in English and Maths	E
	Educated to Level 3 or above (A level or above)	D
<i>Experience</i>	Experience of planning and delivering external events	E
	Experience of working in a team	D
	Experience of working in the sports and or health sector	D
<i>Skills and Knowledge</i>	Strong administration and IT skills with an understanding of Microsoft office applications including Outlook, Excel and Word	E
	Excellent communication skills; able to communicate verbally and in writing to internal and external audiences	E
	Able to use different databases and software applications	E
	Able to organise and plan own workload to meet deadlines	E
	Able to use initiative	E
	An ability to work successfully both independently and as part of a remote team	E
	Attention to detail	E
	To act as advocate for the organisation	E
	Experience of undertaking a research project	D
	Good knowledge of social media applications	D
<i>Other</i>	Friendly and approachable working manner	E
	Comfortable working in a remote working environment	E
	Enthusiasm for promoting sport and physical activity	E
	Able to work flexibly, including some evenings and weekends (with notice).	E

E = Essential D= Desirable