

### **Job Description**

Post title:	Development Manager (Adults)
Reporting to:	Head of Programmes and Projects
Responsible for:	N/a
Job Level:	Level 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 adults across the Humber.
- As a development team member develop partnerships to increase regular participation in physical activity and sport by adults particularly those impacted by health, social or economic inequalities.
- Act as the adult safeguarding lead.

### **Key Responsibility Areas:**

- Identify, build, and maintain excellent relationships across the work area of adults across the Humber.
- Manage any Adults funded programmes in the Humber on behalf of Sport England and any other funding bodies providing funding as and when they are developed.
- Work in partnership with other organisations, charities, and statutory agencies to strengthen messaging around physical activity and sport for adults 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 adults to develop appropriate physical activity and sport programmes in the community.
- Understand the challenges and barriers faced by adults 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 adults

in a community setting to be more physically active.

- Be proactive in supporting investment through Active Humber into public, private, educational and community organisations aimed at supporting disadvantaged adults 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 adults
- Undertake insight, monitoring & evaluation linked to specific projects as and when required

#### Adult Safeguarding Lead

- Working directly with safeguarding bodies to promote safeguarding policies and procedure to safeguard vulnerable adults taking part in sport and physical activity
- Signpost resources and other support for organisations in developing their safeguarding policies and procedures.
- Be responsible for the adults at risk plan
- Coordinate local arrangements for, and contribute to, safeguarding reviews and audits undertaken by external bodies e.g Ann Craft Trust
- Monitoring and ensuring that all staff, volunteers, and partners are aware of, and adhere to, the organisation's safeguarding policies.
- Deliver training on safeguarding policies

#### 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 Sport England and other Active Partnership's.
- 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, Environmental Sustainability, Welfare and 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

<i>Qualifications</i>	A good level of education, including a good standard of English and Maths.	E
	Degree or equivalent professional qualification in a relevant field e.g., sports, health.	D
<i>Experience</i>	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 monitoring and evaluating projects; measuring and tracking impact of work undertaken across a project.	E
	Experience of working with a range of 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 adults in a community setting to become more physically active.	E
	Understanding of the challenges and barriers relating to adults in community settings who are physically inactive.	E
	An understanding of safeguarding or welfare matters relevant to safeguarding adults.	E
	Experience working with or within Sport England or similar organisations.	D
	Experience of delivering training and / or supporting the development of training resources.	D
	A minimum of 2 years' experience and record of delivering and monitoring/ evaluating projects and programmes.	D
<i>Skills &amp; Knowledge</i>	Excellent communication skills, both written and verbal, with the ability to present complex information clearly and persuasively.	E
	Knowledge and understanding of the benefits of physical activity and a healthy lifestyle with a focus on physically inactive adults in a community 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
	Good organisational skills with the ability to manage multiple priorities and projects simultaneously.	E

	Strong understanding of the sports and physical activity sector, particularly in relation to public health, equality, and inclusion.	E
	Proficiency in the use of Microsoft Office applications including Outlook, Excel and Word.	E
	Understanding of the challenges and opportunities within the Humber region in relation to sports and physical activity.	E
	An ability to work successfully both independently and as part of a team.	E
	The ability to work against an agreed work programme and project plan in order to meet deadlines.	E
	Up to date knowledge of sports issues, priorities, and policies.	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
	Ability to analyse data and other information sources to provide strategic insights to inform decision-making.	D
	Dispute resolution, negotiation, and mediation skills (to support resolution of lower-level concerns).	D
<i>Other</i>	To act as advocate for the organisation.	E
	A commitment to the values and objectives of the organisation, particularly in promoting inclusion and diversity.	E
	Enthusiasm for promoting sport and physical activity.	E
	Have access to a motor vehicle to enable travel across the region.	E
	Able to work flexibly, including some evenings and weekends (with notice).	E

E = Essential D= Desirable