

ROYAL BOROUGH OF GREENWICH

JOB DESCRIPTION

DEPARTMENT Sport, Leisure and Libraries **POSTHOLDER**

SECTION Communities, Environment & Central **GRADE PO3**

POST DESIGNATION Sport Development Officer (SPA)

Purpose of Job:

To be responsible for

- To contribute to the delivery and regular review of 'Greenwich Get Active' – Physical Activity and Sport Strategy and Action Plan (GGA)- to increase access for underrepresented individuals and groups, promoting the wider provision, availability and benefits of active participation, particularly in parks and open spaces and non- traditional venues.
- To work with all sections of the community, to reenergise sport and physical activity providers and partners to get more individuals and groups active, through GGA - Projects to include 'This Girl Can' and 'Get on your Bike' initiatives
- Lead and coordinate targeted intervention programmes in partnership with key stakeholders, supporting the delivery of training, skills, and employability initiatives that increase participation and access to opportunities within the sport and physical activity sector for priority groups and underrepresented communities
- Contribute to the review process of services and the necessary adapted changes to ensure that they contribute to the delivery of the Council's Eight Strategic priorities, Departmental Service Level Objectives and the Greenwich Get Active - Physical Activity and Sport Strategy/ Action Plan

Cover both direct people management and the supervision of project teams and team members, where appropriate.

Main Duties:

1. Lead the development, implementation and review of borough-wide sport, physical activity and wellbeing strategies, plans and programmes, ensuring alignment with Council priorities and the needs of local communities.
2. Develop, deliver and promote inclusive sport, physical activity and leisure opportunities that increase participation across all residents, particularly inactive, under-represented and priority groups.
3. Design, coordinate and oversee programmes, events, initiatives, training and community engagement activities, ensuring high-quality, safe and effective delivery.
4. Build and maintain strong partnerships with local, regional and national organisations, including schools, colleges, sports clubs, voluntary and community organisations, National Governing Bodies, London Sport, Sport England, GLL and other key stakeholders.

5. Support the development and sustainability of local sports clubs, community groups and partner organisations, including identifying and promoting funding opportunities and capacity-building initiatives.
6. Represent the Council at meetings, forums, events and partnership groups, acting as an ambassador for the service and promoting the Council's priorities, policies and standards.
7. Lead on the planning, commissioning and quality assurance of sport and physical activity provision, ensuring activities meet identified needs and achieve agreed outcomes.
8. Manage, supervise and develop staff, coaches, volunteers, interns and apprentices, including performance management, mentoring, training and continuous professional development opportunities.
9. Monitor, evaluate and report on service performance, programme outcomes and participation data, providing reports, briefings and recommendations to senior management, Members and partners as required.
10. Undertake research, consultation and insight gathering to inform service development, improve practice and maximise the impact of available resources.
11. Contribute to and lead cross-council and partnership initiatives that support wider health, wellbeing, physical activity and community development objectives.
12. Lead the preparation and management of budgets, funding bids and externally funded projects, ensuring appropriate financial control, compliance and value for money.
13. Work directly with residents, participants, families, volunteers and community representatives to ensure services remain responsive, inclusive and accessible.
14. Work flexibly, including evenings and weekends where required, to meet service needs and support the delivery of programmes, training and events.
15. Undertake all duties in accordance with Health and Safety legislation, Safeguarding requirements, Data Protection/GDPR, Equal Opportunities, Customer Care standards and other relevant Council policies and procedures.
16. Demonstrate the Council's values and behaviours, working collaboratively to improve outcomes for residents and communities.

Designation of the Post to which the post-Holder normally reports to Sport, Leisure and Libraries Manager.