

# Job Description and Person Specification

Role: Sport and Physical Activity Development Manager



## Job Description

<b>Job Title</b>	Sport and Physical Activity Development Manager
<b>Grade</b>	Grade 8
<b>Service</b>	Culture, Sport and Events
<b>Reports to</b>	Head of Service – Sport, Physical Activity and Wellbeing
<b>Location</b>	One Friargate
<b>Job Evaluation Code</b>	Y5508D





## About the Service your team will provide

### Purpose of the role

To lead the development and implementation of sport, physical activity and wellbeing initiatives, strategies and plans, leading on sports and physical activity programmes and projects and the management of key staff.

## Main Duties & Key Accountabilities

### Core Knowledge

- Lead and assist in the formulation, implementation, monitoring and review of sports, physical activity and wellbeing initiatives, strategies and development plans, particularly with regard to increasing participation and maintaining and developing the provision of sports and leisure assets.
- Investigate, develop and lead on major projects, initiatives and events aimed at improving, extending or promoting sports, physical activity and wellbeing provision in the city.
- Develop and promote approaches to effective partnership working with a range of partners within the Directorate, the Council other public, voluntary, and private organisations in Coventry and throughout the region.
- Maximise the level of external funding aimed at improving or extending sports and active recreation provision in the city, co-ordinating funding applications with partners as appropriate.
- Lead, co-ordinate, and manage externally funded projects as required, having due regard to the Council's objectives.
- Manage and monitor agreements/contracts with key partners as appropriate.
- Manage the formulation of service plans and work programmes.
- Maintain an up to date professional overview of issues relevant to sports and physical activity development and cross-cutting issues. Responsible for developing the knowledge and skills of other members of the Culture, Sport and Events Team and other partners.
- Ensure effective planning, implementation and evaluation of projects and initiatives within the Culture, Sport and Events Service Plan.
- Provide information and advice to organisations preparing and developing bids to sports, physical activity and wellbeing related funding streams.
- Ensure the compilation, recording, analysis and distribution of reports, statistics and information required to achieve the Culture, Sport and Events Service Plan.

- Design and deliver presentations to a variety of audiences as and when required.
- Lead on the management of Health and Safety within Sport, Physical Activity and Wellbeing and be responsible for ensuring Health & Safety legislation and guidelines are adhered to.
- Actively promote equality of opportunity and ensure all responsibilities are undertaken with due regard to City Council Equality, Diversity and Inclusion Policy and Departmental plans.
- Manage appropriate budgets and other non-Council resources in accordance with City Council policies and procedures, ensuring all resources are put to best use in achieving the City Council's policies and priorities and pursuing continuous improvement in all aspects of service delivery.
- Contribute to corporate working within Culture, Sport and Events, Business Investment & Culture and across the City Council, taking the lead on projects where appropriate.
- Support and deputise for the Head of Sport, Physical Activity and Wellbeing, including work with Elected Members and external partners, the preparation of reports and presentations and attendance at meetings.
- Any other duties and responsibilities within the range of the salary grade.

## Key relationships

External	Internal
Coventry and Warwickshire Award Trust (CAWAT) Coventry Sports Foundation Coventry University CV Life Destination Coventry Local community, sport and physical activity partners/providers Local sports clubs National Governing Bodies of Sport (NGBs) National Lottery Funders + key Trusts and Foundations Sport England Think Active University of Warwick	Business Investment and Culture Children's Services Communities Education and Skills Finance Law and Governance Property Services and Development Public Health and Wellbeing Streetscene and Regulatory Services Transport and Highways

## Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

### Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

### Training

The postholder must attend any training that is identified as mandatory to their role.

## Responsible for:

Staff managed by postholder: Programme Officers x 2

## Person specification

<b>Job Evaluation Code</b>	Y5508D
<b>Knowledge</b>	
Broad knowledge of the structure and funding of sport, physical activity and wellbeing in the UK.	
Comprehensive knowledge of the roles different organisations play in developing sport, physical activity and wellbeing.	
Comprehensive knowledge of sports and active recreation development and project management.	
An understanding of the work, funding, and policies of key partner organisations.	
Knowledge of performance management techniques and an understanding of how these can be applied to sports development work.	
A detailed understanding of issues relating to sports, physical activity, and wellbeing service provision	
Knowledge of research, consultation and evaluation techniques and how they can be applied.	
An understanding of modern local government, particularly corporate performance and social inclusion	
<b>Skills and Abilities</b>	
Communication and interpersonal skills, the ability to motivate, enthuse, persuade, negotiate and influence in the spoken word and in writing.	
Strategic, critical thinking and decision-making skills.	
Financial management skills, including the preparation and management of budgets.	
Ability to work under pressure.	
Ability to work on own initiative and as part of team.	
<b>Experience</b>	
Extensive sports, physical activity, and wellbeing development experience and a proven track record of achievements gained by working in the field.	
Experience of supervising staff including setting work programmes and providing clear direction to achieve defined standards.	
Experience of developing and managing sports, physical activity, and wellbeing grant schemes.	
Experience of implementing programmes or projects designed to promote and increase equality in sport, physical activity and wellbeing participation.	
Experience of drafting and implementing sports, physical activity, and wellbeing development plans in partnership with others, as well as	

producing and implementing business plans.
Experience of implementing schemes to raise the standards of sport, physical activity and wellbeing provision for young people.
Experience of preparing funding bids and raising funds from a variety of sources to support programmes.
<b>Qualifications</b>
Degree, equivalent qualification in a related subject or equivalent experience.
<b>Special Requirements</b>
Willing to work flexibly in relation to hours, including unsociable hours, evenings, weekends and occasional overnight stays.
Ability to travel to meetings and events around the Coventry area.

<b>Date Created</b>	February 2021	<b>Date Reviewed</b>	September 2024
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