

# Job Description and Person Specification

Role: Sport & Physical Activity Programme Officer



## Job Description

<b>Job Title</b>	Sports & Physical Activity Programme Officer
<b>Grade</b>	Grade 6
<b>Service</b>	Culture, Sport and Events
<b>Reports to</b>	Sports Development Manager
<b>Location</b>	One Friargate
<b>Job Evaluation Code</b>	D2829D



## About Coventry City Council

**Who we are:** At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health, education and skills, adults' and children's services and providing support for the most vulnerable.

**Our aim is simple** – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

**Our Values:** We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



# About the Service your team will provide

## **Purpose of the role**

To provide support for the development and delivery of projects and programmes in the Sport, Culture & Events Service, taking a lead for discrete activities where required.

The job role's primary focus will be to enable commissioning, delivery and evaluation of sports and cultural activities in a robust and effective manner, and to ensure the service meets high standards of financial and operational management and fulfils its reporting and monitoring functions within corporate frameworks.

## **Our values**

We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation.



## Main Duties & Key Accountabilities

- Support the Service in delivering activities which increase participation in sport, physical activity and wellbeing including by those least likely to participate, and which raise Coventry's profile and increase economic impact.
- Support the Service in all aspects of effective project and programme management of sport, physical activity and wellbeing schemes, and their related public-facing programmes. Organise and lead meetings, collate and write reports, maintain effective risk registers and contact databases, liaise effectively with colleagues promoting related services to the public.
- Take a lead in commissioning projects in the service, including issuing calls and managing a portfolio of grant funded activities, and related stakeholder engagement as appropriate, in accordance with agreed plans.
- Lead the collation and processing of applications and claims to funding bodies and project claims from delivery partners, providing advice to funded organisations and individuals as required.
- Lead the development of monitoring systems to track and document expenditure, outputs, risk, issues etc for revenue and capital projects and programmes. Use these systems to analyse performance data and create management reports and to promote activities effectively to target markets.
- Support the financial management of projects and programmes, working with the Head of Sport, Physical Activity and Wellbeing to set budgets, monitor and forecast expenditure, claim funds, track income and make payments, including taking a role in assessing grant applications; advising applicants; making funding recommendations and attaching conditions of grant; monitoring and reporting; releasing grant payments.
- Support governance structures in the Service, including those applying to funded programmes and projects, grant schemes for external applicants, corporate business processes and the management of strategic partnerships within the service – including the Coventry Sports and Physical Activity Network.
- Assist with the effective management of processes in the Service, including servicing and recording meetings as required, supporting the Head of Sport, Physical Activity and Wellbeing as required.
- Support the development, delivery and promotion of new projects and programmes in the service, leading the procurement, due diligence and contracting of delivery partners as required.
- Work as part of a flexible team, able to support and enhance the impact of a variety of projects, events, promotions and services to take account of fluctuations in business.
- Maintain accurate records, including keeping records of decisions, audit paperwork for grant schemes, minutes, reports and any other documentation required in an orderly manner on the Council's paper based and electronic systems.

- Develop strong working relationships with team members, colleagues across the Council, key stakeholders and delivery partners to support the delivery of the role's Duties and Responsibilities.
- Deputise for colleagues when required.
- Any other duties within the range of the salary grade.

## Key relationships

<b>External</b> Coventry Sports Foundation CV Life 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	<b>Internal</b> Business Investment and Culture Communities Finance Law and Governance Property Services and Development Public Health and Wellbeing
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## 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:**

N/A



## Person specification

<b>Job Evaluation Code</b>	D2829D
<b>Knowledge</b>	
In-depth understanding of the principles of and good practice in: <ul style="list-style-type: none"> <li>- Sports development, physical activity and wellbeing and local/regional/national structures, policies and practice</li> <li>- Grant regime principles and processes</li> <li>- Capital project management and related risks</li> <li>- Programme management techniques</li> <li>- External funding reporting requirements</li> </ul>	
<b>Skills and Abilities</b>	
Good inter-personal skills, confidence in dealing with senior colleagues and external contacts.	
Ability to communicate clearly both written and verbal.	
Ability to arrange, store and present information in a helpful and understandable format.	
Ability to conduct successful contract negotiations with service delivery organisations and key stakeholders.	
Ability to analyse financial and numerical data, performance information, and written information, and draw valid conclusions and produce reports.	
Ability to undertake basic research.	
Well established project management skills.	
Ability to quickly acquire knowledge.	
Demonstrable skill in the creation and use of spread sheets, word processing and presentation packages.	
Ability to work on own initiative and organise, plan work without close supervision.	
Ability to generate a culture for change that encourages creative and innovative thinking.	



<b>Experience</b>
Relevant work experience of sport, physical activity and/or wellbeing programmes and activities or equivalent experience.
Experience in a programme/project management or delivery role, or performance management role.
<b>Qualifications</b>
Excellent ability to demonstrate acquiring knowledge.
Graduate level qualification in sport, physical activity or wellbeing or equivalent work experience.
<b>Special Requirements</b>
Enthusiasm for widening participation in sport and physical activity.
Occasional requirement to work flexibly in relation to hours, including unsociable hours, evenings, weekends and occasional overnight stays.

<b>Date Created</b>	September 2019	<b>Date Reviewed</b>	October 2023
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