

## Job Description



**Job Title:** Multi Sports Development Officer

**Salary:** £18,500 per annum (Pro rata)

**Responsible to:** Chairman

**Hours:** 20 hours per week: Given the nature of the job the post holder will be required to work mainly evenings and weekends.

**Duration:** 7 months (To start as soon as possible)

### Job Purpose

The post holder will provide opportunities for participation in sport for all sections of the community. The post holder will be responsible for the implementation of the Sports Development Programme, managing the operational aspects of the club and ensuring usage of the Centre as a leisure and training facility by a range of both public and private organisations.

### Main Duties and Responsibilities

- Enhancing, implementing and promoting the current multi sports development plan for our multi sports facility.
- Increasing participation rates through a variety of sporting initiatives.
- Addressing issues of health decline and social exclusion through designated programmes.
- Liaising with stakeholding organisations such as health boards, schools, governing bodies to develop activity programmes.
- Coordinating, delivering and promoting relevant activities, classes and events.
- Managing a number of programmes to contribute to the financial sustainability of the centre.
- Promoting cross community relations in the local area.
- Marketing and promoting the Cricket Centre of Excellence & multi sports centre.
- Maintaining records and producing written reports.
- Reporting regularly to the management committee.
- Training, supporting, developing and managing coaches and volunteer staff.
- Evaluating and monitoring activities and projects using key performance indicators.

### General

- Actively seeking and securing external funding for sports development programmes.
- Preparing monthly reports to the management committee and external agencies as required.
- Participating in continuous professional development and performance review programmes as required.
- Checking venues and managing facilities.
- Ensuring health and safety standards are adhered to.
- Carrying out risk assessments when required.
- Carrying out any other duties requested by management.

**This job description is not regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of changing needs of the organisation.**