

**JOB DESCRIPTION**

**JOB TITLE:** Sport Development  
Officer (Capital)

**DIVISION:** Neighbourhoods

**SECTION:** Sport & Leisure

**GRADE:** GR 4 (subject to formal evaluation)

**HOURS:** 36.5 hours per week

**1.0 JOB PURPOSE**

- 1.1 To support and assist in the development of sport and physical activity programmes across the City of Birmingham.
- 1.2 To actively support the development and implementation of the Sport and Physical Activity Strategy.
- 1.3 To assist in the development of the capital portfolio of the sports & leisure section in line with BCC plans, policies, and procedures.
- 1.4 To support on leisure facility planning and identification of future opportunities to improve the sport and leisure service, including supporting the renewal of the Playing Pitch Strategy and Facilities Strategy.
- 1.5 To support in the delivery of new and existing developments delivered in partnership with other BCC Services and external stakeholders.
- 1.6 To help to tackle inequalities through the identification and delivery of a range of interventions.
- 1.7 To work in partnership with community clubs and organisations to identify a range of capital solutions and support them in the development of sustainable plans.
- 1.8 To support the delivery of capital projects including Moseley Road Baths and NGB specific developments and investments.
- 1.9 To support the aims and objectives of the Directorate and adopt the City Council's core values when carrying out all aspects of your work.

**2.0 DUTIES AND RESPONSIBILITIES**

- 2.1 To actively work with partners, both internal and external to increase participation in sport and physical activity.
- 2.2 To audit facility and sporting provision (local authority, private and voluntary) and to use objective measurement tools to demonstrate an increase in sports participation.
- 2.3 To support the Senior Sports Manager with the capital portfolio within the Sports Team.
- 2.4 To support activation programmes of new and additional capital assets within the portfolio, including S106 development and utilisation of CIL funds and agreements.
- 2.5 To actively support the service in seeking funding for the capital portfolio.
- 2.6 To contribute to the development and implementation of the Sport & Physical Activity Strategy, Playing Pitch Strategy and associated facilities strategies.

- 2.7 To work closely with schools and schools' sports partnerships in developing pathways into sport and physical activity, linking sporting activity in schools to club and other out of school opportunities.
- 2.8 To be proactive in encouraging local people into adopting healthier lifestyles through sporting and physical activity, this in part by contributing to the development and local implementation of corporate initiatives.
- 2.9 To advise and support local managers, clubs, groups and other organisations on sport development matters including funding, club and coach development opportunities, and facility developments.
- 2.10 To consult with a range of organisations and cultural agencies, including those operating at a local community level in order to develop plans.
- 2.11 To support in resilience development for local clubs promoting sustainability and long-term goals and vision.
- 2.12 To proactively link with National Governing Bodies and other key national, regional and local partners as appropriate both to assist in the development of sport and in identifying and securing funding opportunities.
- 2.13 To support in the management of associated sports budgets and programmes within the portfolio.
- 2.14 To develop and maintain effective management information systems for the purpose of monitoring and reporting on performance, including both community engagement and participation.
- 2.15 To assist in the preparation and presentation of reports and briefing papers as required.
- 2.16 To assume other associated duties and responsibilities as may arise from time to time and as directed by the Head of Sport & Physical Activity.

### **3.0 SUPERVISION RECEIVED:**

- 3.1 Supervising Officer Job Title:  
Sports Development Manager
- 3.2 Professional Support and Guidance:  
Senior Sports Manager (Strategy)
- 3.3 Level of Supervision:  
Plan own work to ensure the meeting of defined objectives

### **4.0 PHYSICAL CONDITIONS:**

- i) Hours: 36.5 hours per week.
- ii) Workplace: As allocated.

### **5.0 SPECIAL CONDITIONS:**

5.1 Non-event staff within the Sport & Events division will be required to assist in the planning and staffing of events and competitions as and when required.

5.2 The duties of the position will be carried out on such days and at such times as may be most effective in respect of the task in hand. This will inevitably require working during the evenings, weekends and over Bank Holidays.

5.3 Required to have own motor vehicle available for which an appropriate allowance will be paid.

#### **EQUAL OPPORTUNITIES IN EMPLOYMENT POLICY STATEMENT:**

Birmingham City Council will ensure that all the existing and potential employees receive equal consideration and is committed to the elimination of unlawful or unfair discrimination on the grounds of gender, race, disability, colour, ethnic and national origin, nationality, sexuality, marital status, responsibility for dependants, religion, trade union activity and age (up to 65).

It is the intention of the City Council that its workforce, at all levels, should reflect the composition of the City's population. To achieve this the Council will take active and positive steps to eliminate discrimination, reduce the effects of past discrimination and to promote equality in employment

**PERSON SPECIFICATION**
**JOB TITLE: Sports Development Officer – Capital**
**GRADE: GR4 / TBC**
**DIVISION: Neighbourhoods**
**SECTION: Sport & Leisure**
**Method of Assessment (M.O.A.)**
**AF = Application Form I = Interview T = Test P = Presentation**

<b>CRITERIA</b>	<b>ESSENTIAL</b>	<b>M.O.A.</b>
<b>EXPERIENCE</b> (Relevant work and other experience)	<p>Experience of working in the field of sports development and / or leisure.</p> <p>Successful track record of working on capital development projects.</p> <p>Experience of working with a wide range of partners and stakeholders in a Sports and Leisure environment, from local community groups through to national organisations.</p> <p>Experience of writing effective briefings, reports and bid submissions.</p> <p>Experience of supporting effective new operating models and initiatives that improve the health and wellbeing of citizens.</p> <p>Experience and understanding of sport and physical activity outcomes.</p> <p>Experience of implementing the delivery of sport and physical activity programmes.</p> <p>Experience of identifying and analysing a wide range of data sets and other intelligence to inform strategic planning and programme delivery.</p> <p>Knowledge of current Health and Safety legislation relating to facility management.</p> <p>Successful track record in securing funding from grant/lottery and other funding sources.</p> <p>Knowledge/experience of local government structure.</p>	<p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF</p> <p>AF/I</p> <p>AF</p>
<b>SKILLS AND ABILITIES</b>	<p>Excellent interpersonal skills, ability to communicate with and motivate a wide range of people</p> <p>Excellent negotiating skills.</p> <p>Excellent organisational skills and a proven track record in meeting tight deadlines for projects.</p> <p>Effective IT skills.</p> <p>Ability to build partnerships with a wide range of organisations and individuals.</p>	<p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF</p> <p>AF/I</p>

	<p>Effective planning and project management skills including an ability to understand systems and processes.</p> <p>Ability to work in a pressurised environment, manage competing priorities and deliver within changing circumstances and priorities.</p>	<p>AF/I</p> <p>AF/I</p>
<b>TRAINING</b>	To demonstrate a commitment to further training and assist in the delivery of on the job training.	AF/I
<b>EDUCATION/ QUALIFICATIONS</b> NB Full regard must be paid to overseas qualifications	<p>Good standard of education, particularly in literacy and numeracy to be able to compile reports and undertake statistical analysis of budgetary information.</p> <p>Must be prepared to continue with on-going professional development within the role</p>	<p>AF/I</p> <p>AF/I</p>
<b>OTHER</b>	Birmingham City Council is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.	AF/I

**ALL STAFF ARE EXPECTED TO BE COMMITTED TO THE CITY COUNCIL'S  
EQUAL OPPORTUNITIES POLICY**

COMPILED BY: Helen Corrigan

DATE February 2022

**AGREED BY**

**DATE**