



SOUTH LANARKSHIRE
Leisure & Culture

Sport Development Officer Job Profile

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| Service: Sport and Physical Activity | Grade Scale: Grade 3 Level 2 |
| Reports to: Sports Development Officer | |

| Purpose of Job |
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| To deliver a programme of sports and recreational activity promoting interest and participation within local communities. |

| Key tasks and responsibilities |
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| <ul style="list-style-type: none"> Engage with the local community and undertake the implementation of sport and recreation activity programmes |
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| <ul style="list-style-type: none"> Support South Lanarkshire Disability Sport and develop programmes of activity |
| <ul style="list-style-type: none"> Supervise the activities of coaches/instructors and various internal/external partners to ensure a quality system of delivery. |
| <ul style="list-style-type: none"> Undertake event organisation and management as required |
| <ul style="list-style-type: none"> Assist in the monitoring and reporting procedures of all activities within the programme. |

| Person Specification | | |
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| CRITERIA | ESSENTIAL | DESIRABLE |
| Education, Qualification and Training | | <ul style="list-style-type: none"> Relevant Degree |
| Skills, knowledge, experience | <ul style="list-style-type: none"> Knowledge and Experience in planning and delivering either Active Schools, Health, or Sport in community setting. Performance management skills in analysing and presenting KPIs, reports and Theories of change. | <ul style="list-style-type: none"> Managing people and change. Project or Partnership coordination |

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| Personal Qualities | <ul style="list-style-type: none"> • 'Our Values' based approach. • Flexible and adaptable. • Energy and commitment to delivering Inclusive services. | |
| Education, Qualification and Training | | Degree |

Safer Recruitment Checks

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| As part of our approach to good practice and safer recruitment we carry out a number of pre-employment checks. |
| <ul style="list-style-type: none"> • Asylum and Immigration right to work in the UK |
| <ul style="list-style-type: none"> • Reference check: external candidates require 2 references, one of which must be from your present or most recent employer: Internal candidates require 1 reference from current line manager. |
| <ul style="list-style-type: none"> • Candidate Disclosure Check, where applicable |

Behaviour Framework

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| The Behaviour Framework is a set of core behaviours that defines how employees approach work to enable the delivery of key tasks for the role. The expected behaviours for this role are: |
| Own It – what can you do |
| <ul style="list-style-type: none"> • Are motivated to deliver the best possible services. • Aim to get things right first time and commit to continuous improvement. • Demonstrate fairness, inclusivity, valuing diversity and equality. • Ensure compliance with external/internal regulations and that you and others are responsible and accountable. • Take ownership of decisions and consider the wider implications for you, the team, and the organisation. • See a job through to completion. • Be accountable for outcomes good or bad. |
| Be a great team - what can you do |
| <ul style="list-style-type: none"> • Work together with colleagues and customers and take time to build effective working relationships. • Celebrate team success and create a positive team spirit. • Share skills and knowledge, encourage and support other in applying their ideas to working practices - helping others to help themselves. • Encourage working together for the benefit of customers. • Works alongside internal and external colleagues to meet common objectives. • Actively and respectfully listens to people in order to understand them and their views. • Contributes appropriately to team and other meetings and discussions. |

- Respects diversity and promotes equality of opportunity when working with colleagues and members of the public.

Do the right thing – what can you do

- Display a positive attitude.
- Are enthusiastic in your approach to tasks.
- Lead by example through sharing your knowledge and skills with others.
- Provide support to your colleagues and team.
- Is aware of and adheres to professional codes of practice and the code of conduct and understand how these impact on employment.

Be Positive - what you can do

- Are punctual and friendly and demonstrate a positive professional attitude.
- Take pride in your own work and that of your team members.
- Understand who your customers are and why they matter.
- Are willing to go the extra mile for our customer and act upon their feedback.
- Are hospitable and make customers feel good.
- Are willing to go the extra mile for our customer.
- Put the customer first in all that you do.