



Development Officer (Employability) Job Profile

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| Service: Development Officer (Employability) | Grade Scale: Grade 3 Level 2 |
| Reports to: Senior Development Coordinator | |

| Purpose of Job |
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| <p>To support and assist the Senior Development Coordinator in delivering locality focused physical activity, health and wellbeing intervention programmes to the residents of the 4 localities of South Lanarkshire.</p> <p>You will work with key locality partners both internal and external to increase participation, accessibility and community capacity for physical activity within South Lanarkshire. The Development officer will deliver a locality focused approach to addressing need and tackling health inequalities for the residents of those localities.</p> <p>The role requires the employability development officer to deliver elements of partnership programmes within venues within those localities as well as plan and programme the variety of commitments in line with the South Lanarkshire Leisure and Culture and South Lanarkshire Health and South Lanarkshire Employability Team business objectives.</p> <p>You will be required to communicate effectively and develop partnership to assist in driving forward locality agenda.</p> <p>This post forms part of our overall commitment of healthier & wealthier communities for South Lanarkshire.</p> |

| Key tasks and responsibilities |
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| <ul style="list-style-type: none"> ● Create a one page locality focused business plan outlining area priorities and objectives which aim to increase and maintain recommended levels of physical activity, health and well being in consultation and collaboration with key locality partners. |
| <ul style="list-style-type: none"> ● Co-ordinate, facilitate and market the implementation of the locality plan to encourage and deliver an integrated approach to physical activity, health and wellbeing. |
| <ul style="list-style-type: none"> ● Deliver key element of the one page business plan e.g. delivery of interventions/programmes as per locality/facility/venue need. |
| <ul style="list-style-type: none"> ● Work in partnership with other professionals, organisations and communities to enable target populations to achieve and maintain physical activity, sport and healthy lifestyle. |
| <ul style="list-style-type: none"> ● Monitor, review and evaluate services to ensure the provision of a quality service, |

| Person Specification | | |
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| CRITERIA | ESSENTIAL | DESIRABLE |
| Education, Qualification and Training | | <ul style="list-style-type: none"> • Degree |
| Skills, knowledge, experience | <ul style="list-style-type: none"> • Knowledge and Experience in 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 |
| Personal Qualities | <ul style="list-style-type: none"> • 'Our Values' based approach. • Flexible and adaptable. • Energy and commitment to delivering Inclusive services. | |
| Other | | |

| 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 your from 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

- 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.