

**JOB DESCRIPTION AND PERSON SPECIFICATION**

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| POST TITLE: | **Workforce Development Co-ordinator** |
| POST NUMBER: | CDS/WDM2019 |
| POST GRADE: | £26,000 - £28,500 |
| RESPONSIBLE TO: | Assistant Director |
| LOCATION: | Your normal place of work will be at the registered County Durham Sport office – Sjovoll Centre, Front Street, Pity Me, Durham, DH1 5BZ, but you may be required to travel throughout the county and region |

**RELEVANT TO THIS POST:**

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| CONTRACT DURATION: | The post is fixed term (2 years), subject to review and continuation of funding |
| DBS CHECK REQUIRED: | This post is subject to DBS check |

**PURPOSE**

To support the achievement of County Durham Sport’s vision, mission and business objectives and the outcomes identified by the Active Durham Partnership, through the provision of effective and high quality customer engagement and programme development and delivery.

The Workforce Development Co-ordinator will support the sport and physical activity workforce across County Durham to increase participation, with a particular focus on tackling inactivity across the county by ensuring that the current and future workforce (paid and voluntary) are skilled, knowledgeable, confident and capable to meet demand.

**MAIN DUTIES AND RESPONSIBILITIES**

**Programme Management and Delivery**

1. To work with the County Durham Sport (CDS) core staff team and key stakeholders / partners (local, regional and national) to develop and lead the implementation of the Workforce Plan for 2019-2021. The post will focus on clubs, coaches, volunteers and the professional workforce and deliver against both local and national priorities and in line with the principles highlighted in Sport England’s ‘Coaching Plan for England’ and UK Coaching’s ‘Inspiring active communities through #GreatCoaching plan’.
2. To drive and support the development of a local workforce across both traditional and new non-traditional agencies, to support coaches on their coaching journey, increase the number of sessional leaders and activators at a local level and to help develop their skills, insight and knowledge in relation to tackling physical inactivity in County Durham.
3. Lead and co-ordinate work with key stakeholders and partners and to support CDS staff to embed workforce development within other interventions and programmes, ensuring that these meet nationally endorsed minimum operating standards.
4. To work with identified target areas (and local partners) to develop workforce plans that meets local need and develops and strengthens the local workforce to better enagage their inactive communitities
5. To lead CDS drive to increase investment into workforce across the county and work with colleagues and partners on funding submissions as necessary.
6. Work alongside key partners to establish an Active Friends Programme and develop a pool of Active Champions.
7. Develop and co-ordinate a programme of continuous professional development opportunities (CPD).
8. Engage and broaker with wider non-traditional partners and local organisations who are supporting people who are more likely to be inactive, to help improve a workforce that can engage inactive people and those from underrepresented groups in sport and physical activity.
9. Work closely with other Active Partnerships in the network to develop a co-ordinated approach to workforce and coach development.
10. Ensure all Sport England data requirements are completed in an efficient and timely manner and contribute to the organistions wider monitoring processes and targets.
11. Monitor, evaluate and communicate the impact of programmes as directed by Sport England and review / revise programmes accordingly.
12. Produce reports, presentations and information, as required by the organisation and external partners, to report against performance and shape future delivery and policy through shared learning.
13. Ensure that programme budgets and targets are set, managed and met.

**Insight and Communication**

1. To use local and national insight and to better understand the coaching, volunteering and paid workforce needs of County Durham in order to help increase the number, confidence and capabilities of individuals who can contribute to reducing physical inactivity.
2. Work with the Director and Assistant Director to implement and advocate an evidence-based approach to programme development and delivery.
3. Establish and maintain excellent working partnership networks and relationships with partners.
4. Raise partner awareness and understanding of “what works” locally, to help inform future policy and delivery, by synthesising and communicating learning, insight and evidence (e.g. through case studies, reports, analysis of consultation etc).
5. Liaise with other officers to ensure the effective internal and external promotion and communication of programmes and interventions.
6. Ensure marcomms plans are embedded into all programmes.

**Other**

1. Provide support as a general team member in relation to the delivery of CDS events, activities and other projects as required including transporting equipment when necessary.
2. Contribute to the organisations overall insight, safeguarding, equalities and continuous improvement work in line with the Active Partnerships business plan and targets.
3. Undertake any other duties inline with the grade and general duties of the post.
4. Ensure that all work is carried out in accordance with the organisations policies and procedures.

**PERSON SPECIFICATION**

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| POST TITLE: | **Workforce Development Co-ordiantor** |
| POST NUMBER: | CDS/WDM2019 |

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|  | Essential | Desirable | Assess |
| **QUALIFICATIONS AND EXPERIENCE**  Qualified to degree level or equivalent qualification in a relevant area or equivalent relevant experience (5 years)  Experience of working in a related sector |    |  | Application & Interview |
| **KNOWLEDGE AND SKILLS**  A good understanding of sport, physical activity and the wider sporting landscape including the ‘Coaching Plan for England’ and how it relates to and supports Sport England’s Strategy ‘Towards an Active Nation’  Experience and a proven track record of successfully delivering in a sports/coaching/ teaching / workforce development related environment  Knowledge and understanding of behaviour change theory and practice  Experience of programme/project management (including managing budgets and performance measurers)  Experience of reporting and completing monitoring & evaluation reports for projects and funded interventions  Experience and ability to effectively develop professional relationships including influencing, advocacy and negotiation  Experience of working with Local Authorities, Sports Clubs, Community Sector and National Governing Bodies.  Evidence of excellent planning, organisational, project management, monitoring and reporting skills  Excellent written and oral communication skills, including the ability to write and present effectively  A track record of producing plans and implementing strategies.  Experience of completing funding applications across a range of topics  A comprehensive understanding of and commitment to the application of evidence based approaches  Confident and capable in the use of ICT systems and software |                  |        | Application & Interview |
| **PERSONAL ATTRIBUTES**  Commitment to continuous professional development  Ability to work independently and on own initiative effectively.  Ability to work as part of a small or multi-partner teams effectively  A positive, highly motivated, flexible and “can do” attitude  Ability to prioritise workload and work to tight deadlines effectively  A demonstrable and firm commitment to the aims, values and policies and procedures of County Durham Sport |            |  | Interview |
| **OTHER**  Guaranteed, reliable access to a suitable vehicle and appropriate insurance  Will be occasionally required to work outside of office hours |    |  | Interview |