

**JOB DESCRIPTION AND PERSON SPECIFICATION**

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| POST TITLE: | **Workforce Development Coordinator** |
| POST GRADE: | £28,000 - £32,414 (Grade D) |
| RESPONSIBLE TO: | Active Places Coordinator |
| LOCATION: | Your normal place of work will be at the registered County Durham Sport office, but you may be required to work at other locations across the county, as required. |

**RELEVANT TO THIS POST:**

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| CONTRACT DURATION: | The post is fixed term (5 years), subject to review and continuation of funding. |
| DBS CHECK REQUIRED: | This post is subject to DBS check due to County Durham Sport’s office location. |

**PURPOSE**

To support County Durham Sport’s vision and mission to remove the barriers to moving (by challenging inequalities and changing lives through sport and physical activity) through the development of an inclusive and accessible workforce to inspire, engage and sustain inactive communities in physical activity.

Responsible for engaging and influencing key partners to develop a workforce that is better able to provide positive experiences for inactive groups.

**MAIN DUTIES AND RESPONSIBILITIES**

**Programme Management and Delivery**

1. Work directly with the Director of Operations and core team to develop a workforce development approach (and delivery plan) that supports CDS’s Strategy, Sport England’s Uniting the Movement, and aligns to the principles of inclusive activities and physical literacy for all.
2. Create and facilitate a range of ‘workforce development offers/packages’ in order to influence partners, ensuring they have the resources, training and support to develop and strengthen their workforce to better inspire, engage, support and deliver to inactive communities.
3. The development of a delivery plan to ensure the programme has outcomes and targets set, and that these are managed and met within agreed timescales.

**Partnership Development**

1. Identify, build and develop trusting relationships with key partners and stakeholders to enable CDS to ‘influence’ how they reshape/re-develop their workforce to better meet the needs of inactive communities including both traditional (i.e. clubs) and non-traditional physical activity partners.
2. Lead and co-ordinate relevant workforce development opportunities with these key stakeholders and partners.
3. Work with identified priority partners (demographic priorities) to help understand insight and share learning to influence the development and implementation of relevant workforce ‘offers’.
4. Work alongside key partners (within priority geographical areas) to develop and roll out a place based approach to the development of their workforce (i.e Active Friends)
5. Work closely with other Active Partnerships in the network to share learning and support a coordinated approach to workforce development where relevant.

**Internal Support**

1. Work with and support other CDS Lead Officers (i.e Children & Young People’s Coordinator, Active Places Coordinator) to support the development of their relevant partnership workforces.

**Evaluation, Learning, Insight and Communication**

1. Identify and understand key priority areas relevant to workforce development.
2. Develop and embed an evaluation process to ensure we capture, understand and share the impact of the Workforce Development offers.
3. Use research, insight and learning, and work with partners to influence the development of their workforce to better meet the needs of our priority groups.
4. Raise partners awareness and understanding of the need to work differently to better meet the needs of inactive groups and influence the way in which their workforce is developed to do so.
5. Work internally (and externally) with other Active Partnership colleagues to identify learning and good practice that can be shared and used to influence wider partners.
6. Produce reports, presentations and information, as required by CDS and external partners, to highlight and promote the insight and learning that can have an impact on the development of the workforce.
7. Liaise with other CDS employees to ensure the effective internal and external promotion and communication of workforce development programmes and interventions.
8. Monitor, evaluate and communicate the impact of programmes as directed by Sport England and review / revise programmes accordingly.

**Safeguarding and Equality, Diversity and Inclusion**

1. Work with Safeguarding Lead to develop and embed Sport England’s Safeguarding practices into relevant work area and provide support, guidance and advice to relevant partners in relation to Safeguarding to influence awareness and stronger practice.
2. Develop and embed Sport England’s equality, diversity and inclusion practices into the programme areas and use learning to shape and influence partners.

**Other**

1. Provide support as a general team member in relation to the delivery of CDS events, activities and other projects as required.
2. Contribute to the organisations overall insight, safeguarding, equalities and continuous improvement work in line with the Active Partnerships development plans 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 Coordiantor** | | | |
|  | | Essential | Desirable | Assess |
| **QUALIFICATIONS AND EXPERIENCE**  Qualified to degree level or equivalent qualification in a relevant area or equivalent relevant experience (5 years) | |  |  | Application & Interview |
| Experience of working in a related sector | |  |  |  |
| **KNOWLEDGE AND SKILLS** | |  |  | Application & Interview |
| A good understanding of sport and/or physical activity including Workforce Development and how it relates to and supports Sport England’s Strategy ‘Uniting the Movement’ | |  |  |  |
| Experience and a proven track record of successfully delivering in a workforce development related environment. | |  |  |  |
| Knowledge and understanding of behaviour change theory and practice | |  |  |  |
| Experience of programme/project management (including project planning, outcome setting, and monitoring progress and performance) | |  |  |  |
| Experience of evaluating, capturing and sharing learning and providing reports to analyse and share reporting and completing monitoring & evaluation reports for projects and funded interventions | |  |  |  |
| Experience and ability to effectively develop partnerships including experience of influencing, advocacy and negotiation | |  |  |  |
| Experience of working with Local Authorities, Sports Clubs, Community Sector and/or 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 | |  |  |  |
| **PERSONAL ATTRIBUTES** | |  |  | Interview |
| 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 team effectively | |  |  |  |
| A positive, highly motivated, flexible and “can do” attitude | |  |  |  |
| Ability to prioritise workload, manage a number of work areas at the same time, and work to tight deadlines effectively | |  |  |  |
| A demonstrable and firm commitment to the aims, values and policies and procedures of County Durham Sport | |  |  |  |
| **OTHER**  Guaranteed, reliable access to a suitable vehicle and appropriate insurance  Will be occasionally required to work outside of office hours | |    |  | Interview |