



# Role Profile

## Assistant Sports Development Officer

Reference No.	A4322	Type	Generic
Service	Various		
Job Family	Para-Professional 2	Grade	FC4

### Purpose

To assist the Sports Development Officer to organise, deliver and develop activities across a range of sports programmes and events including clubs and festivals.

To assist with increasing participation, improving performance, building capacity and improving the infrastructure for sport in Fife by implementing the objectives in Fife Sports Strategy.

**Task or Responsibility** - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

Developing activities by organising and delivering coaching programmes, arranging festivals and assisting with the implementation of strategic plans.

**Person Specification: Skills, Knowledge, Qualifications or Experience** - Criteria can apply to more than one task or responsibility

**E**    **D**

Educated to SCQF level 2, which includes National 2 or Access 2 or equivalent

✓

Relevant qualification/experience for specific sport

✓

Experience of organising and delivering coach education programmes (Deliver results - See 'How We Work Matters' Framework)

✓

Ability to provide a regular and effective service

✓

A recognised degree or equivalent in relevant discipline

✓

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<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
Liaising with schools, facilities, volunteers, development officers, instructors and other interested parties.	Communication skills	✓	
Undertaking administration.	IT skills (Embrace technology and information)	✓	
Attending meetings to promote the sport.	Ability to travel throughout Fife	✓	
Contributing to a comprehensive development plan	Experience of monitoring and evaluating projects (Focus on customers)	✓	
Assisting with engaging and consulting with internal and external partners in order to develop capacity, improve the infrastructure, increase participation for all ages and abilities and improve performance throughout Fife.	Team working skills (Work together)	✓	
Preparing reports	Knowledge of current developments and priorities in sport and physical activity		✓
Monitoring budgets	Knowledge of relevant external funding, opportunities and agencies	✓	
Co-ordinating all activities with internal and external colleagues in sport and physical activity	Organisational skills	✓	
Acting as an ambassador for sport within and outwith Fife			
Ensuring equipment is adequate and fit for purpose, including arranging for repairs and maintenance to be carried out.			
Increasing participation across a range of sports and activities	Initiative taking skills (Take ownership)	✓	
Providing a good experience and encouraging continued participation in sports activities	Coaching skills	✓	
Supporting and encouraging people with learning and physical disabilities, ethnic minorities and both sexes to participate in sport at all levels.		✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

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**Additional tasks or responsibilities** – this is a generic role, however this particular job may also require you to undertake the following:

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D

**Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required**

Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input checked="" type="checkbox"/>	None <input type="checkbox"/>
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

**Additional Information** – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

**Expected Behaviours** – It is essential that you display the following behaviours as they are expected of all our employees:

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results