



Role Profile

ACTIVE COMMUNITIES OFFICER

Reference No.	A4568	Type	Generic
Service	Various		
Job Family	Para Professional 5	Grade	FC7

Purpose

To facilitate the development, build the capacity, develop and improve the infrastructure for physical activity and sport and increase participation in sport and physical activity for all ages and abilities throughout Fife.

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
Increasing the quality and range of opportunities to participate in physical activity and sports activity and development programmes for all sections of the community across Fife.	Educated to SCQF level 9, which includes a degree or equivalent, in a relevant discipline Membership of a relevant professional organisation Nationally recognised governing body qualification Experience of organising and delivering coach education programmes Experience of working with children and young people, adults and older adults in physical activity and /or sport, health or leisure and recreation	✓ 	✓ ✓ ✓ ✓

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Engaging and consulting with internal and external partners in order to develop capacity, improve the infrastructure, increase participation for all ages and abilities and where appropriate improve performance of sport and physical activity in Fife.	Strong communication skills both written and verbal	✓	
Coordinating activities with internal and external partners in physical activity and sport.	Knowledge of current developments and priorities in sport and physical activity	✓	
Creating and developing partnerships with key agencies and voluntary organisations.			
Seeking resources required to support local and strategic physical activity and sports development projects.	Knowledge of relevant external funding, opportunities and agencies	✓	
Coordinating, developing and delivering physical activity and sports programmes and initiatives.	Effective team working and understanding of an integrated approach to working	✓	
	Project management skills	✓	
	Organisational skills	✓	
Monitoring, evaluating and reviewing of all programmes, initiatives, and partnerships against the aims of the building capacity, improving the infrastructure, increasing participation and improving performance in sport and physical activity in Fife.	Experience of monitoring and evaluating projects	✓	
Considering available data to identify and address gaps across communities to increase provision of suitable physical activities and sport.	IT skills	✓	
Agreeing priorities with local communities and attending Local Area Planning meetings as appropriate	Prioritising skills	✓	
Recruiting and retaining the number of volunteers and /or coaches actively engaged in Active Communities and identify progression pathways for those interested. Enhancing the skills and confidence of all volunteer and/or coaches through provision of training and support.			

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Developing and managing a network of volunteers and/or coaches to undertake appropriate roles, increasing the number of effective volunteer and /or coaches actively engaged in delivering quality Active Communities sessions.			
Adhering to Fife Council’s policies on coach recruitment and employment, safeguarding children and adults, and finance.			
Acting as an ambassador for sport within and out with Fife	Ability to travel throughout Fife		✓
Coordinating, implementing and delivering a programme of workforce development opportunities across Fife.			
Delivering presentations to groups, attending community / voluntary group meetings and events as required.			
Delivering training on related issues to other services, partner agencies, external organisations, and voluntary groups.	Presentation skills	✓	
Attending national and regional meetings, networking days and conferences, sharing best practice at these events.	Initiative taking skills	✓	
	Support learning across the team sharing best practice to improve practice	✓	
Dealing with FOI enquiries ensuring relevant information is disclosed.			
Contributing to the development of strategic and team plans as appropriate.	Decision making skills	✓	
Facilitating the sharing of best practice.			
Monitoring budgets and preparing financial reports.			
Developing and providing reports, updates and key financial and management information.			
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:			
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Sports Development, Football Development, Cycling Development			
To work with NGBs to implement their player pathways through clubs and programmes and initiatives in Fife.	Relevant qualification/experience for specific sport	✓	
Developing and supporting leadership skills for young people in physical activity and sport.			
Ensuring Club Fife and NGB / SGB accreditations is maintained and increased membership as required.	Coaching skills	✓	
Physical Activity, Walking			
Identifying and consulting with inactive members of the community to identify activities they want to participate in and provide a range of physical activity and sport opportunities, including walking programmes.			
Facilitating the development of local physical activity programmes linking NHS and council services and other Community Planning Partners; ensuring that priority is given to particular target groups including young people, women, older adults and other socially excluded groups.			
Working in partnership with NHS Fife to progress specific programmes e.g. food and health, mental health, including identifying, planning and evaluating training as appropriate which complies with the standards set down in Health Promotions quality assured programme.			
Sports Development - Equality and Inclusion			
Ensuring all programmes delivered by Activity Communities meet equality and inclusion priorities.			
Planning, delivering and evaluating programmes specifically for individuals with additional support needs and protected characteristics.			

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Working with key partners including Fife Centre for Equalities to priorities and meet needs of those in equality groups.			
Community Sports HUB			
Implementing community sports hubs in Fife and monitoring, reviewing and evaluating their impact.			
Developing and implementing a community sport Hub plan for Fife.			
Working with hub groups, establishing developing and creating sustainable hub forums in identified areas.			
Working with a range of local and national partners, identifying community need and creating further hub opportunities.			
Identifying other professional support such as business management and community engagement to ensure development and sustainability			
Working with education to link hubs to school estate and to extra-curricular physical activity and sport provision, growing participation and improving pathways.			

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

Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.

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:

Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.

Please refer to How We Work Matters Guidance to learn more.