



Job Description: Widening Participation Officer

Hours: 40 hours per week; evening and weekend work are a requirement of the post

Salary: £18,000 to £22,000 (12 month fixed term contract), plus performance related incentives

Responsible to: Deputy Community Manager

Key duties will be:

- ▶ To promote the Community Trust business, grow and sustain activities in Devon and Cornwall, in accordance with the Widening Participation Business Plan:
- ▶ The ability to network and work with key strategic partners needs to be emphasised.
- ▶ To deliver a comprehensive multi sport in-school coaching curriculum for Disability and SEN schools within Plymouth and surrounding areas
- ▶ Co-ordinate casual staff on a day to day basis
- ▶ Delivery of Extracurricular disability sports lessons
- ▶ Co-ordination and delivery of Multi Sports projects within disability and SEN schools.
- ▶ Completion of monitoring and evaluation of schools delivery work
- ▶ Develop new disability focused sessions under the umbrella of the Argyle Community Trust
- ▶ Manage and deliver autism and ADHD courses
- ▶ Manage and develop the Ability Counts Football programme
- ▶ Complete office and administrative duties relevant to the post
- ▶ Completion of reviews and session evaluations for schools
- ▶ Co-ordinate the Disability Schools programme
- ▶ Create and deliver Disability holiday courses across Devon and Cornwall
- ▶ To ensure monitoring and daily reports are input into Views monitoring system
- ▶ Lead on matchday activities at the football club
- ▶ Increase disability opportunities and numbers through the brand of Plymouth Argyle FC.
- ▶ Develop and deliver health projects based within Plymouth focusing on the thrive campaign and other such initiatives:
 - Lifestyle Behaviours
 - Chronic Disease prevention
 - Intervention
 - Health promotion
 - Alternative health and exercise programmes
- ▶ Develop and sustain Extra Time programme
- ▶ Deliver Walking Football League for over 35's
- ▶ Liaise with partners on a regular basis provide reports back to key funders
- ▶ Identify funding for health initiatives
- ▶ Develop and Deliver Weight Loss Football League
- ▶ Deliver sessions to local veterans through Royal British Legion

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- ▶ Introduce new health programmes to the general public through the power of the brand
- ▶ To work with partners to develop Health MOTs based at the club
- ▶ Up skill staff
- ▶ Deliver Health objectives within schools
- ▶ To meet key performance indicators
- ▶ To liaise with schools, venues and community groups
- ▶ To build new relationships with schools and venues to increase provision

Other Duties will be:

- ▶ To oversee staff qualifications which includes first aid, child protection and CRB



**PERSON SPECIFICATION**

Essential skills, knowledge & qualifications	Desirable skills, knowledge & qualifications
• Good organisational and time management skills with the ability to work effectively to achieve deadlines and manage expectations • Ability to deliver disability sports sessions • Understanding of National Curriculum • Ability to deliver health programmes for varied abilities • Ability to manage multiple projects • Good communication skills • Ability to develop new projects and sustain existing programmes • Ability to manage a team of casual and voluntary staff. • Ability to manage partners and complete reports • Experience of involvement in projects/events • ICT Skills • Understanding of sports equity • General appearance: smart and able to command respect • Evidence of a good attendance record • Ability to work as a team member • Sensitivity to the needs of colleagues, people and the community • Evidence of working with community groups and schools • Ability to drive • FA Licensed coach	• Evidence of innovation and problem solving • Degree in Sports Development or similar field • Fitness instructor qualification or similar

