

POST TITLE	ASSISTANT SPORTS DEVELOPMENT OFFICER (FOOTBALL)
DIRECTORATE	CHILDREN, EDUCATION AND JUSTICE SERVICES
SERVICE	WIDER ACHIEVEMENT AND LIFELONG LEARNING
RESPONSIBLE TO	WIDER ACHIEVEMENT AND LIFELONG LEARNING MANAGER (SPORT & PHYSICAL ACTIVITY)
NUMBER OF POST HOLDERS	1
ACTING UP/ SECONDMENT	

PURPOSE OF JOB

- To assist the Sports Development team with the development of a specific sport or sports across Edinburgh.
- To assist with the promotion of sport throughout Edinburgh

THE WHAT - MAJOR TASKS/JOB ACTIVITIES

- Work with key partners to enhance the infrastructure that provides quality and progressive participation opportunities throughout the city.
- Assist with the delivery of a comprehensive sports development programme.
- Grow and develop the curricular offer in schools and lead on programmes identified by the Development Officer.
- Support the delivery of programmes funded both nationally and locally.
- Co-ordinate and deliver Edinburgh Primary School programmes.
- Develop and deliver a curricular primary school programme.
- Co-ordinate festivals for schools and targeted groups.
- Assist with the delivery of the Edinburgh Council Sports Academy programme.
- Assist with the co-ordination and delivery of holiday camps in partnership with Sport Development Officers and funders.

THE HOW - KNOWLEDGE AND SKILLS (E.G. CREATIVITY & INNOVATION, CONTACTS & RELATIONSHIPS, DECISION MAKING)

- As the Assistant Development Officer you require to be innovative and have imaginative skills to develop suitable sessions for a range of ages and abilities. This will include contributing to the overall sport specific development plan for Edinburgh.
- Appropriate sports coaching qualifications and relevant experience.
- You will have the skills and attributes to develop good personal relationships with young people, school staff, parents and coaches.
- You will have the skills and knowledge to deliver sessions relevant to the age and stage of the young people taking account of any impairment or disability.
- You will have a keen interest in Physical Activity, Sport and Physical Education and Health.
- You will have experience of working in a school environment.
- IT skills and the ability to support Sport Development Officer with relevant administration tasks.
- Contribute to the evaluation of identified sports development programmes.

ENVIRONMENT (WORK DEMANDS, PHYSICAL DEMANDS, WORKING CONDITIONS, WORK CONTEXT)

- The postholder is expected to have some autonomy and manage a multi-faceted work programme. The postholder will have supervision from the Sports Development Officer and will be required to determine when a decision should be referred to their line manager.
- The post may be exposed to some physical demands as there will be an expectation of approximately 10 hours per week on average of sports delivery. This would involve standing and the ability to demonstrate some activities.
- The post may be exposed to some adverse working conditions as delivery can be outdoors (up to 10 hours per week), especially in holiday periods when camps are held outdoors but indoor facilities are usually sourced as an alternative if conditions are poor.
- Although the post will have some requirement to take care in relation to the working environment, work activities and dealing with people this will not be more than the normal required of a council employee.

SUPERVISION AND MANAGEMENT OF PEOPLE (NUMBERS AND TYPE OF STAFF)

- The post holder will not manage any member of staff and will have no budget responsibility for staffing

RESOURCES

- The post holder will have responsibility for sports equipment which should be monitored and kept in good condition.
- The post holder will have a laptop and access to council systems.

HEALTH AND SAFETY

Protecting the health and safety and welfare of our employees, and our third parties including members of the public, contractors, service users and pupils, is the starting point for a forward-thinking Council.

All employees are responsible for:

- Taking care of their own health and safety and welfare, and that of others who may be affected by their actions or omissions;
- Co-operating with management and following instructions, safe systems and procedures;
- Reporting any hazards, damage or defects immediately to their line manager; and
- Reporting any personal injury and work related ill health, and accident or incident (including 'near misses') immediately to their line manager, and assist with any subsequent investigation, including co-operating fully with the provision of witness statements and any other evidence that may be required.

Line managers have additional responsibilities for ensuring all health and safety risks under their management are identified, assessed and controlled, with specialist input from H&S Advisers and others including Occupational Health where required. Where the risks cannot be adequately controlled the activity should not proceed.

Additional information can be found in the [Council Health and Safety Policy](#).