


Profile Title:	Sport & Physical Activity Co-ordinator	 BARNSLEY Metropolitan Borough Council				
Reports to:	Service Manager – Sport & Physical Activity Team					
Employee Supervision:	None	Grade:	5	Profile Ref:	137831	
Purpose of the Post						
To co-ordinate and support the delivery of physical activity initiatives including health and safety, project support, communications, volunteer management and project reporting.						
Responsibilities						
<ul style="list-style-type: none"> • Support the delivery of relevant physical activity projects and work areas as determined as part of the Sport & Physical Activity Team's service plan. • Support the development and implementation of a range of projects with the project managers and partners as directed. • Ensure all volunteers and partners adhere to policies, including but not limited to health and safety, information security, data protection, safeguarding and code of conduct. • Support planned activity to encourage people to take up physical activity opportunities. • Utilise communication mechanisms, including social media, to effectively inform and engage with individuals and community organisations to promote physical activities opportunities both internal and external to the Sport and Physical Activity Team. • Develop and maintain effective links to partners and the wider volunteering community. • Maintain awareness of policies and procedures which impact on how the service is delivered. • Support the gathering and reporting of relevant project and activity data. • Liaise, negotiate and collaborate with internal and external stakeholders including community groups, partner organisations, employees and members of the public. • To provide an excellent service to customers and partners. 						
Education and Training					Measure	Rank
• Level 3 sporting related qualification.					A/I	E
• Evidence of professional development in a related capacity.					A/I	D
• Project management training					A/I	D
• Communications training or experience					A/I	D
Relevant Experience					Measure	Rank
• Experience of delivering physical activity initiatives in various settings.					A/I	E
• Experience of delivering services to a range of different audiences including, but not limited to, children and young people, families, older people etc.					A/I	E
• Experience of interpreting health and safety procedures in a related active travel environment.					A/I	E
• Experience of supervising staff and/or volunteers.					A/I	E
• Experience of working with different partners.					A/I	E
• Experience working as part of a team.					A/I	E

General and Special Knowledge	Measure	Rank
<ul style="list-style-type: none"> Working knowledge and understanding of best practice in participation and engagement, including the barriers to engagement that might exist for specific groups. Working knowledge of delivering physical activity initiatives. Knowledge of promoting activities through social media and face to face engagement. Knowledge of and commitment to equal opportunities Knowledge of safeguarding procedures Working knowledge of health and safety legislation, including risk assessments and safe working practices. 	A/I	E
<ul style="list-style-type: none"> 	A/I	E
<ul style="list-style-type: none"> 	A/I	E
<ul style="list-style-type: none"> 	A/I	E
<ul style="list-style-type: none"> 	A/I	E
<ul style="list-style-type: none"> 	A/I	E
Skills and Abilities	Measure	Rank
<ul style="list-style-type: none"> Strong communication and interpersonal skills with the ability to deal with community members / service users as well as internal departments and external partners. 	A/I	E
<ul style="list-style-type: none"> Motivating and empowering individuals including those who may be traditionally excluded or lack confidence in being more physically active. 	A/I	E
<ul style="list-style-type: none"> Ability to work effectively with partner agencies, other council departments and the voluntary and community sector. 	A/I	E
<ul style="list-style-type: none"> Ability to communicate effectively with the public using a suitable level of fluency in spoken English, in line with the English Language requirement for public sector workers. 	A/I	E
<ul style="list-style-type: none"> Ability to supervise and support volunteers and apprentices in a professional manner. 	A/I	E
<ul style="list-style-type: none"> Excellent organisational skills including own time management. 	A/I	E
<ul style="list-style-type: none"> Digitally confident and adept in using online resources. 	A/I	E
<ul style="list-style-type: none"> Ability to promote physical activity opportunities and campaigns. 	A/I	E
Additional Requirements	Measure	Rank
<ul style="list-style-type: none"> Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the council. 	A/I	E
<ul style="list-style-type: none"> Willing to undertake training and continuous professional development in connection with the post. 	A/I	E
<ul style="list-style-type: none"> Willingness to work flexible hours to meet the needs of the service. 	A/I	E
<ul style="list-style-type: none"> Work in accordance with the council's visions, priorities, values and behaviours. 	I	E
<ul style="list-style-type: none"> Able to undertake any travel in connection with the post. 	A/I	E