

Role title	Sports Development Officer
Responsible to	Community Regeneration Manager
Salary	£36,000 per year FTE - £18,000 for the part time equivalent
Hours	18.75 hours per week (Flexible working arrangements will be considered as part of this role – the pattern of hours will depend on the needs of activity).
Annual Leave	14 days per year
Where	The Selby Centre, Selby Road, London N17 8JL
Contract	Fixed term 18-month contract, with option to extend
Probation period	6 months
Purpose of role	The Sports Development Officer role develops, leads and coordinates sports activity programmes that increase participation and use sport to improve health, reduce crime and build social inclusion - working to the Selby Trust's '<i>Selby Active Sports Strategy</i>'. In this role you will: • Grow and diversify Selby Active's sports portfolio while sustaining existing relationships (i.e. charities, the NHS, local authorities (Haringey Council and Enfield Council), funders (Including Tottenham Hotspur Foundation, England and Wales Cricket Board and Middlesex in the Community), schools and colleges and sport national governing bodies (NGBs). • Build and maintain partnerships with strategic and local stakeholders • Focus delivery on under-represented groups — young people, women, older and disabled people, and ethnically diverse communities • Address issues of health, crime, and social inclusion The role requires flexible work including some evenings and weekends, to achieve the best possible outcome within available resources.
Principal accountabilities	• Recruit, supervise, train and manage Selby Active coaches, staff, volunteers and instructors, ensuring high-quality service delivery. • Lead project coordination, planning, ongoing development and budget management, setting high-quality standards; work with the Partnerships and Funding Manager on sports bids. • Identify sport, recreation and health initiatives, overseeing strategic planning and implementation. • Coordinate, deliver and promote activities, classes and events - particularly for under-represented groups - working with internal colleagues and Haringey and Enfield Councils to develop a varied programme for the new Selby Centre. • Engage informal and registered sports groups, especially those in our community, ensuring they are aware of the activities available to them. • Represent Selby Trust and build effective relationships with sports users, volunteers, local sports groups, local authorities and awarding/professional bodies, including at local, regional and national meetings, seminars and conferences. • Lead engagement with sports partners and proactively reach out to local clubs, delivering against KPIs and drawing on their collective expertise. • Support capacity-building for small sports organisations, including identifying organisations for Selby's GLA-supported business support programme. • Organising workshops, accredited courses and mentoring programmes.

	• Monitor and evaluate our on-site activities and services, interpreting data to produce high-quality reports and presentations for funders and stakeholders (including the Board of Trustees and local authorities). • Identify, apply for and provide information on sports grants and sponsorship, working with the Partnerships and Funding Manager. • Co-lead the capture of stories, case studies and content for Selby Trust's digital channels. • Work with Pre- and Post-16 initiatives to encourage sports participation and parental involvement. • Check venues and manage facilities. • Develop a community membership scheme. • Work within relevant guidelines, including equal opportunities, health and safety, and safeguarding and child protection.
Our commitment to equality, diversity and inclusivity	We are committed to equality, diversity and inclusion in service provision and employment, in line with the Equality Act 2010. We do not discriminate on the basis of any protected characteristic – including age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation – and actively work to create an inclusive environment for our staff, volunteers and communities.
Other duties	To undertake any other reasonable tasks that are requested and in line with the purpose of the role and meet the needs of Selby Trust.
Requirements and skills (Job specification)	Essential: • Passion for sport • A relevant qualification or demonstrable equivalent experience in sports development, coaching or community engagement • Experience in community sports groups/club engagement and organising effective outreach & events • Experience in monitoring and evaluation, and in producing reports and delivering presentations • Strong and effective written/verbal communication skills • Proven ability to engage and communicate with people from a wide range of social, cultural and ethnic backgrounds – including older and disabled people – and openness listening to and reflecting diverse views • Stakeholder management and network building • Good organisational skills – able to prioritise workload, manage time and meet deadlines, working both on own initiative and as part of a team • Good level of working knowledge in Office 365 – Word, Excel, PowerPoint, Outlook, SharePoint Desirable • Understanding of social justice issues, particularly in relation to community empowerment • Familiarity using HR systems, i.e. Bright HR • Knowledge of local community and statutory and non-governmental organisations locally • Knowledge of working with a CRM system and/or Project management system such as Salesforce