

TOGETHER ACTIVE

Staffordshire & Stoke-on-Trent

Role Profile: Development Officer – Workforce
Reporting to: Development Lead – Powerful Communities
Salary: £28,000 pro rata
Hours: Part Time 28 per week
Location: Hybrid

Role Summary

The workforce officer is essential to develop the skills within organisations to both provide accessible physical activity options to the community and create safe, welcoming, and sustainable environments.

This role will increase capacity, enhance capabilities and equip clubs and community organisations to enable them to be equitable and resilient. It is not about delivering training! It will develop pathways that change the face of our local workforce; all sections of the community should feel they are visible across the physical activity and sport sector from volunteers to session leaders to trustees and directors.

This is not a desk-based role, you will be out and about visiting clubs, organisations, and people to hear their stories and help them create change locally.

Role Outcomes

1. Together Active has a robust workforce offer that keeps skills and knowledge in the communities where we are working.
2. Organisations are accessible for people from a diverse range of communities, both to participate but also to work or volunteer.
3. Organisations are sustainable and have the skills to develop and adapt their offer in line with community needs.
4. Sports clubs and frontline community organisations have the skills and the knowledge (tools) to apply for/access funding and can run themselves effectively to develop their offer.
5. In the communities where we work, no one feels intimidated to go into the club/organisation they want to be active in – clubs and organisations are welcoming and take ownership of their responsibility to be inclusive.
6. There are pathways and opportunities for people with lived experience/from excluded communities to deliver/run/facilitate local opportunities within and for local communities.
7. The local sport and physical activity delivery system is reflective of the people that live in that locality.
8. Effective partnerships exist across sport and physical activity disciplines that share learning, experiences, resources and joint approaches.

What does this mean day to day?

All of the duties you undertake will be directly linked to the outcomes above and you'll have autonomy over what these look like with support from your line manager. You could expect your tasks to include:

- To lead on specific delivery elements of Together Active's workforce plan, including volunteers.
- To develop a delivery plan for volunteers in collaboration with our partners which supports inclusion and development.
- To manage and make sure resources are used effectively, ensuring the greatest impact for those involved on any programme.
- Develop awareness of needs and skills gaps within organisations and develop suitable training offerings in partnership with other organisations to address them.
- Understand latest policy and best practice in terms of safeguarding and physical activity delivery and be able to support clubs to implement it.
- Working closely with VCSE/third sector partners – seek opportunities to work together and reduce duplication.
- Build a network of organisations that talks to each other to share best practice and real experiences
- Collect effective and insightful MEL.
- Support the Development Lead – Powerful Communities to develop and implement Together Active's Strategic Objectives.
- Creating frameworks and models for collaborative working and sharing to happen internally and externally.

Line Management Responsibilities

This role has no direct line management but may involve volunteer supervision as and when required.