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| **JOB DESCRIPTION** | |
| **Job Title** | Outdoor Activity Development Officer |
| **Salary** | £28,000 - £30,000 (depending on experience) |
| **Employer & Location** | We are looking to appoint a Development Officer, to cover the whole of Ayrshire, Scotland  The employer will be The Outdoor Partnership (based in North Wales) but the officer will be hosted by a local partner, where they will have access to office space and be part of the local partner’s team for the purposes of day to day management and being part of a team. The local partner hosting the Officer will be East Ayrshire Council’s Outdoor Team (based at St Joseph’s Academy in Kilmarnock) |
| **Hours of work** | The standard hours will be 37 per week but the nature of the role may on occasions require working in excess of these hours to ensure core objectives are achieved. This will include evening and weekend work. Time off in lieu will be granted subject to the requirements of the service. |
| **Responsible to** | The employer for this post will be The Outdoor Partnership and the UK Programme Manager will be the line manager for the post.  The Officer will also have a responsibility to the Stakeholder Group, and with the UK Programme Manager will report to the Group. |
| **Responsible for** | Budget, company mobile phone and laptop |
| **Contractual Status** | * Initially a 2-year fixed contract - Full Time (subject to 6 month probationary period), appointed by The Outdoor Partnership. * It is expected that after two years (or earlier if agreed) the Stakeholder Group will take on responsibility for the employment of the Outdoor Activity Development Officer, which will then continue through the seven year programme. * The role is part of a seven year funded programme from the National Lottery with funding in place. Further funding is anticipated to be sought beyond seven years but at this stage is not identified. |
| **Role Summary** | To improve opportunities for more local people to achieve their potential through outdoor activities. The Post holder will work closely with the Outdoor Partnership (TOP) staff team to implement the Charity’s Strategy as detailed in the duties and responsibilities below. |
| **Key Relationships** | * TOP staff team * Local community-based outdoor activity clubs and groups      * Coaches, leaders & instructors (paid and voluntary) * National Governing Bodies of sport * Third sector organisations * National Outdoor centres and activity & training providers * Voluntary Services Councils * Sports Partnerships * Sport Councils * Youth Services * Social Services * Primary and Secondary Schools * Further and Higher Education establishments * Grant funders * Health sector * Disability Sport |
| **Key Responsibilities, Tasks and Activities** | 1. Develop, promote and deliver sustainable outdoor activity programmes at foundation and participation levels. 2. Liaise with local communities, schools, youth service, health sector, third sector and other target groups to ensure that outdoor activity programmes meet local needs. 3. Create clear exit routes and progression from foundation to participation opportunities (e.g. school-club links). 4. Initiate and assist the community in the formation of sustainable outdoor activity clubs and groups (including supporting existing local outdoor clubs and community groups). 5. Establish and support partnership networks between outdoor centres, activity providers, clubs, volunteers and others in order to maximise access to existing resources. 6. Establish and promote pathways to employment programmes for local people in the outdoor sector. 7. Monitor and evaluate the programmes and key performance indicators within regional area. 8. Organise relevant training opportunities for volunteers. 9. Offer advice and information to club volunteers and external organisations through face-to-face, telephone and email contact. 10. Seek further funding opportunities and advise clubs/groups on grant applications. 11. Monitor and evaluate all aspects of the programme and key performance indicators to ensure effectiveness and to recommend/ implement changes as appropriate. 12. Report back to the Programme Manager on a quarterly basis on agreed targets and outcomes. 13. The nature of the post involves attendance often outside normal working hours during evenings, weekends and public holidays for which appropriate consideration has been made within the grading of the post. Time off in lieu will be granted subject to the requirements of the service. 14. Develop, maintain and monitor statutory requirements including Health, Equal Opportunities and Safety, in all areas of work. 15. Comply to the Charity’s Policies and Procedures and to make known to Senior Officers any areas which are not adequately covered. 16. To undertake other duties and requirements associated with the post that the Charity may call upon the post holder to perform from time to time. |
| **Continued Professional Development** | The Outdoor Partnership is committed to providing CPD for the successful candidate. We expect the successful candidate to undertake available training courses and research to enhance personal knowledge, skills and experience. |

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| **PERSON SPECIFICATION** | **ESSENTIAL** | **HIGHLY DESIRABLE** |
| **Knowledge and Experience**  **Essential** | * Experience of sport or community development or other related disciplines (minimum of 2 years) * Outdoor activity programme delivery * Understanding of the Adventurous Activities Licensing Services * Understanding of/empathy with environmental conservation * Activity programme design and management * Understanding of the needs of volunteers especially volunteers within the development environment. * Ability to demonstrate a high level of knowledge and competence within the ‘outdoor’ coaching environment. * Knowledge of and experience of, successfully obtaining funding e.g. grant applications, contracts and fundraising. | * Knowledge of local activity sites and resources * Knowledge of existing local outdoor and local authority structures * Knowledge and/or use of voluntary management software |
| **Key Skills**  **Essential** | * Excellent written and verbal communication skills in English * Adaptable and able to multi-task * Strong interpersonal skills and relationship management. * Good at prioritising * Persistent and focused * Good at planning and organising * Able to complete tasks independently but knows when to seek guidance | * Discreet and confidential when required * Quick at learning new skills and processes * Strong eye for detail * Strong team-worker |
| **Key Competencies** **TECHNICAL & POSITION RELATED** | * Educated to first degree level (or equivalent) * Experienced user of IT especially Outlook (including electronic diaries), Word, Excel and Database * Knowledge of National Governing Body Awards in outdoor activities * Holder of one or more NGB Awards * Experience of project work, operational, developmental and/or financial planning * Able to manage work effectively to ensure that work is completed efficiently * Ability to work with minimum supervision, within a corporate framework * Ability to prepare reports, accumulate data and complete grant application forms * Contributing to Team Success: Actively participating as a member of a team to move the team toward the completion of goals. | * Experienced user of SOCIAL MEDIA in a working environment * Experience of delivering NGB award training/ assessment courses in outdoor leadership e.g. ML, BCU coaching awards * Current first aid certificate * Personal practitioner in one or more outdoor activity |
| **Other** | * Valid UK driving license is required * This role is subject to a clean DBS check * An understanding and commitment to equal opportunities in employment and sport * An understanding of individual responsibility in complying with the Health and Safety policies and arrangements. * This is a regional post where travelling will be required. |  |

**The job description is subject to change pending review by the role holder and their line manager.**