

Job Description

Outdoor Activity Development Officer

JOB DESCRIPTION	
Job Title	Outdoor Activity Development Officer (Coventry)
Salary	£30,000 (Full time equivalent) pro-rata Fixed Point
Employer & Location	The employer will be The Outdoor Partnership, but the officer will generally work from home with possible scope for access to office space with a local partner organisation.
Hours of work	Will either be 37 hours per week Full Time or part time circa 22 hours 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 Programme Manager on a day-to-day basis and will report back to the Stakeholder Group.
Responsible for	Budget, company mobile phone and laptop
Contractual Status	<ul style="list-style-type: none"> A 2 year fixed term contract Full Time or part time until the end of September 2026 - (subject to 6 month probationary period), appointed by The Outdoor Partnership. The role is part of a seven-year funded programme from the National Lottery with funding in place. We are currently in year 4. 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	<ul style="list-style-type: none"> 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

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	<ul style="list-style-type: none"> • 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	<ol style="list-style-type: none"> 1. Undertake a comprehensive audit of current provision and produce a gap analysis to ensure that outdoor activity programmes meet local needs. 2. Working closely with the Programme Manager, develop and facilitate a Stakeholder Group for the region to support future work programmes and targeted groups. 3. Working closely with key partners, develop, facilitate, promote and implement sustainable and inclusive outdoor activity programmes at introductory level. 4. Create clear exit routes and progression from introductory opportunities (e.g., school-club links). 5. Initiate and assist the community in the formation of sustainable outdoor activity clubs and groups (including supporting existing local outdoor clubs and community groups). 6. Establish and support partnership networks between outdoor centres, activity providers, clubs, volunteers and others in order to maximise access to existing resources. 7. Establish and promote pathways to employment programmes for local people in the outdoor sector. 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. Identify additional funding streams to sustain core activity programmes. 11. Ensure opportunities are accessible to everyone. 12. Monitor and evaluate all aspects of the programme and key performance indicators to ensure effectiveness and to recommend/ implement changes as appropriate. 13. Report back to the Programme Manager on a quarterly basis on agreed targets and outcomes. 14. The nature of the post will occasionally involve attendance 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. 15. Develop, maintain and monitor statutory requirements including Health, Equal Opportunities and Safety, in all areas of work. 16. Comply to the Charity's Policies and Procedures and to make known to Senior Officers any areas which are not adequately covered. 17. To undertake other duties and requirements associated with the post that

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	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.

PERSON SPECIFICATION	ESSENTIAL	HIGHLY DESIRABLE
Knowledge and Experience Essential	<ul style="list-style-type: none"> • Experience of community development or other related disciplines (minimum of 2 years). • Knowledge of and experience of, successfully obtaining funding e.g., grant applications, contracts and fundraising. • Understanding of/empathy with environmental conservation. • Activity programme design, delivery, and management. • Understanding of the needs of volunteers. 	<ul style="list-style-type: none"> • Knowledge of local activity sites and resources. • Knowledge of existing local outdoor and local authority structures. • Knowledge and/or use of voluntary management software. • Understanding of the Adventurous Activities Licensing Services.
Key Skills Essential	<ul style="list-style-type: none"> • Excellent written and verbal communication skills. • 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 	<ul style="list-style-type: none"> • Discreet and confidential when required • Quick at learning new skills and processes • Strong eye for detail • Strong team-worker

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Key Competencies TECHNICAL & POSITION RELATED	<ul style="list-style-type: none"> Experienced user of IT especially Outlook (including electronic diaries), Word, Excel and Database. 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. 	<ul style="list-style-type: none"> Educated to first degree level (or equivalent) Personal practitioner in one or more outdoor activity Knowledge of National Governing Body Awards in outdoor activities
Other	<ul style="list-style-type: none"> Valid UK or EU/ EEA driving license is required. This role is subject to an enhanced 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.