

JOB DESCRIPTION

POST:	Outdoor Activity Development Officer (Active Communities)
GRADE:	£30,300 - £34,400
CONTRACT:	Fixed term until March 31st 2026
ROLE LOCATION:	Predominately Scarborough and NYS offices
RESPONSIBLE TO:	Programme Manager – The Outdoor Partnership (TOP) Head of Development – North Yorkshire Sport Will also report to the Stakeholder Group
STAFF MANAGED:	n/a
POST REF:	NYSOADO
JOB PURPOSE:	<p>The post-holder will have specific responsibility to lead The Outdoor Partnership's (TOP) work in Scarborough to improve opportunities for more local people to achieve their potential through outdoor activities, delivering the 'Opening Doors to the Outdoors' national programme.</p> <p>The role will work closely with The Outdoor Partnership (TOP) staff team to implement their strategy.</p> <p>The role will also support areas of work related to the North Yorkshire Sport Ltd strategy & business plan, using sport as a driver for positive change contributing to reducing inequalities.</p> <p>The post-holder should embrace collaboration and uphold both organisations (TOP & NYS) values and behaviour, both internally and externally.</p>
ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Role Specific Tasks	<p>Shape and lead on the implementation of the Opening Doors to the Outdoor programme, the TOP Strategy and the active communities' plan, with an emphasis on the following:</p> <ul style="list-style-type: none"> • To Undertake a comprehensive audit of current provision and produce a gap analysis to ensure that outdoor activity programmes meet local needs • Work closely with the Programme Manager and the Stakeholder Group to determine work programmes and targeted groups • Working closely with key partners, develop, facilitate, promote and implement sustainable and inclusive outdoor activity programmes at introductory level • Initiate and assist the community in the formation of sustainable outdoor activity clubs and groups (including supporting existing local outdoor clubs and community groups). • Establish and support partnership networks between outdoor centres, activity providers, clubs, volunteers and others in order to maximise access to existing resources. • Identify additional funding streams to sustain core activity programmes.
Partnerships &	

Systems Leadership	<p>Act as an ambassador for and represent North Yorkshire Sport and TOP in any relevant networks.</p> <p>Contribute to the organisational stakeholder map.</p> <p>Carry out and monitor any allocated tasks identified through the annual stakeholder action plan.</p> <p>Build, develop and monitor relationships with new and existing partner organisations such as:</p> <ul style="list-style-type: none"> • TOP staff team • Local Authority (Public Health, Sports Development, Stronger Communities) • Schools and Colleges • National Governing Bodies and outdoor activity providers • NY Outdoor Learning Service • Youth Services • The Forestry Commission • Age UK • VCSE Sector • Green Social Prescribing and Primary Care Networks • Residents Groups and local partnerships (EG Big Local, Eastfield PACT)
Programmes & Projects	<p>Lead on the following:</p> <ul style="list-style-type: none"> • Opening Doors to the Outdoors programme <p>And any others as determined by the needs of the charity in order to respond to community need.</p>
Organisational Standards (includes both TOP & NYS)	<p>Carry out and monitor any specific actions identified through the annual Improvement plan (as developed with the SHG).</p> <p>Understand and champion the safeguarding of children and adults at risk linked to your position in the organisation.</p> <p>Champion equality, diversity and inclusion and proactively challenge discriminative practices.</p> <p>Operate as a learning leader within the organisation contributing towards shared learning.</p> <p>Maintain and develop and relevant qualifications or standards associated with the role and to undertake CPD in line with the organisational development plan. Minimum standards for all staff include:</p> <ul style="list-style-type: none"> • Safeguarding and protecting children/adults • Mental Health Awareness <p>Uphold and champion the organisational values.</p>

Finance	<p>Manage the day to day budgets assigned to the post.</p> <p>Follow all financial policies, processes, and controls in relation to authorised spend.</p> <p>Support on the identification of new business opportunities and the submission of high quality grant applications.</p>
Impact Measurement, learning & Performance Management.	<p>Collect and monitor relevant output and outcome measures contributing to the organisational impact measurement framework and impact report.</p> <p>Reflect and document your own learning.</p> <p>Contribute to the collective learning of the organisation, as well as shared learning across the TOP portfolio.</p> <p>Disseminate and cascade learning, insight and impact and share with external stakeholders.</p> <p>Champion the impact of your work and of the wider work of NYS on a local, regional and national basis.</p> <p>Comply with monitoring and evaluation requests from funding bodies.</p>
General / Role Specific	<p>This role will be based in Scarborough, but will also include time spent at North Yorkshire Sport offices (Harrogate) and connecting with the national TOP team, involving travel with Yorkshire and Humber and, occasionally, UK wide. The role will be flexible and should work the hours needed, which may include evenings and weekend working.</p> <p>The ability to work both independently and as part of a team, this includes TOP staff, North Yorkshire Sport staff as well as wider sector partners and working groups.</p> <p>A high degree of self-motivation and the ability to motivate others, both within the team and wider partners & stakeholder.</p> <p>Will comply with TOP & North Yorkshire Sport Policies and Procedures.</p> <p>Excellent written and oral communications both internally with staff and trustees and externally with key partners and stakeholders including senior figures within local, regional and national organisations.</p> <p>Required to undertake a DBS check as part of the organisations safeguarding procedures and safe recruitment practices.</p> <p>Undertake such duties and responsibilities of an equivalent nature, as may be determined by the Senior Leadership Team from time to time, in conjunction with the post holder.</p>

PERSON SPECIFICATION

Behaviours and attitudes

Essential Statements
My work reflects my purpose
I practice collaborative behaviour
I build and maintain relationships
I thrive working as part of a team, as well as being motivated to work independently
I am adaptable and respond to change and frame this positively
I inspire and motivate others
I practice a growth mindset and seek out opportunities to learn, grow and develop
I am driven by tackling inequalities and speaking up against any forms of discriminatory behaviour
I respect my colleagues and my work environment
I champion the role that sport and physical activity can play in improving outcomes for people and in places
I communicate effectively and appropriately
I use data, insight and learning to drive action
I can accept challenge and criticism and use it to drive learning and development
Self-aware, with strong interpersonal skills to develop productive and strategic working relationships within a range of environments.
I am Understanding of/ have empathy with environmental conservation

Experience and knowledge

Essential Statements	Desirable Statements
I have significant experience and understanding of working with communities.	I have worked to support the education sector
I can demonstrate how I have influenced senior leaders within community settings	I have planned, delivered and evaluated sports events
I understand how sport and physical activity can be used to drive community cohesion	Understanding of the Adventurous Activities Licensing Services

I have experience navigating large and complex organisations, including gaining access to key stakeholders.	I have developed strategies to tackle physical inactivity
I have led people and coalitions, with and without formal authority	I understand the sport and physical activity landscape and the social, economic and health benefits it can bring.
I am IT Literate	I have experience of line managing staff
I have experience of forging and maintaining relationships with a range of partners	I have supported and developed volunteers
I am comfortable leading and contributing to meetings and presenting to audiences large and small, as well as through the media.	
I have secured funding through applications or developing relationships.	

Skills and Qualifications

Essential Statements	Desirable Statements
I have a qualification in community development (or equivalent), and/or I am willing to develop qualifications in this area	I am educated to degree level (or equivalent)
I have obtained qualifications to support my personal development	I have an understanding of the sport and physical activity landscape
I have undertaken mental health awareness/first aid training	I have undertaken management and leadership training
I have undertaken safeguarding children and adults training	I have undertaken first aid training
	I have project management qualifications

Other Requirements

Essential Statements
I am able and willing to work unsociable hours, including evening, weekends and overnight stays (when required)
I have access to transport