



Job Description: Village Games Co-ordinator

Location: Amber Valley (Office Base; Town Hall, Ripley)

Salary: £19 621 - £21 519

Key Relationships: Village Games Project Manager, Sport, Health and Physical Activity partners, Amber Valley community members, Derbyshire Sport Officers.

Project Steering Group: Active Derbyshire Group

Responsible for: Developing sports participation, volunteering and sports clubs as part of the Derbyshire Village Games and other sports development tools across designated rural communities.

Driving the sustainable development of regular sport and recreation through activities, competitions and sports festivals to increase participation, develop clubs, coaches and volunteers and build community social networks.

Length of contract: Until July 2013.

Roles and Responsibilities

1. Enthuse and motivate key community leaders in identified villages across the district to be a part of the Derbyshire Village Games.
2. Work with new and existing community leaders to develop village sports activities, teams and clubs as part of the Derbyshire Village Games.
3. Support villages to promote the Village Games concept
4. Engage a range of people to participate (adults and young people) in Village Games activities by promoting the opportunities with schools, sports clubs and other village organisations.
5. Support village communities to co-ordinate coaching sessions and new activities with the development of sustainable teams and clubs as a primary aim.
6. Support volunteer development in each of the priority villages and work with local partners (School Sport Partnerships, Sports Development Officers, Volunteer Centres,

- Sports Clubs, Community Associations *etc.*) to deliver coach education and volunteering programmes.
7. Support village communities to develop a series of informal sports competitions and festivals to engage people in competitive sport and social activity.
 8. Work with National Governing Body officers and other key partners to develop taster sessions in a range of sports.
 9. Develop and implement a local marketing campaign to raise awareness of opportunities for everyone through the Village Games.
 10. Ensure the welfare, health and safety of participants at competitions and festivals.
 11. Populate Village Games web pages with results and news of coaching, activities, competitions, festivals and taster sessions.
 12. Communicate regularly with key local agencies such as Primary Care Trusts, Local Authorities, School Sport Partnerships and Rural Action Derbyshire as key partners in the project.
 13. Monitor and evaluate the success of the project and provide regular reports to the Village Games Steering Group.
 14. Comply with relevant health and safety legislation, policies and procedures in the performance of the duties of the post.
 15. Maintain confidentiality and observe data protection and associated guidelines where appropriate.
 16. To take positive steps to identify and overcome barriers to participation amongst young people, older people, women, people from BME groups and disabled people, prioritising access and inclusion.
 17. Be prepared to regularly carry out work during evening and weekend periods.
 18. Act as an ambassador for the Community Sports Trust and partners, through your conduct and community relationships.
 19. Undertake any other duties associated with the post.

Variations in posts

The duties of any post will vary over time as services, and the environment in which they are delivered, develop and change. This does not necessarily change the general character of the duties or the level of responsibility involved. The annual review meeting with their manager gives each employee the opportunity to discuss and review their job description and to ensure it is up-to-date and reflects current job content and context.

Disability Discrimination Act

The Community Sports Trust is committed to meeting its responsibilities under the Disability Discrimination Act and will make reasonable adjustments to posts to enable the recruitment and retention of employees with disabilities.

Terms of Employment

This post is subject to successful completion of an enhanced Criminal Record Bureau (CRB) check, medical clearance and references.

PLACE OF EMPLOYMENT : North East Derbyshire District Council, Chesterfield

This is the normal place of employment for this post. However, in order to deliver quality services, this may need to be varied from time to time and you may be required to work at any other place within the District, and to attend meetings at other venues around the County.

HOURS: 37 pw.

These are the normal total hours for the post. However, the Community Sports Trust will consider requests for job-share (or part-time) employment within this post, subject to this enabling us to meet the needs of the project.



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