



Job Description: JOG Derbyshire Coordinator

Post JDA:	Northern Derbyshire (High Peak, Derbyshire Dales, Chesterfield, North East Derbyshire and Bolsover)
Post JDB:	Southern Derbyshire (Amber Valley, Erewash, Derby City and South Derbyshire)
Location:	Home Working with 'hot desk' arrangements across Derbyshire
Salary:	£19 621 - £21 519, to include performance related pay (pro rata @ 22 hours per week, including evening and weekend work)
Line Manager:	Chief Officer (Community Sports Trust)
Key Relationships:	Active Derbyshire Marketing and Admin Officer, JOG Derbyshire Leaders and groups, Village Games Co-ordinators, Sports Development Officers, Derbyshire Sport Officers, Community Groups and leaders, Leisure Centre staff and other community based leaders.
Steering Group:	JOG Derbyshire Management Group
Responsible for:	<ul style="list-style-type: none">• Delivering the JOG Derbyshire project in designated geographical area.• Contributing to the target to increase the number of over 16s who do moderate intensity sport for 30 minutes, 3 times per week by 1% per year, with a particular emphasis on targeting hard to reach groups.• Working with partners and local agencies to develop and sustain over 35 new jogging groups across Derbyshire, with 1000 new joggers registered over the 12 month period.• To support current jog leaders and participants to maintain their involvement.
Length of contract:	12 months

Roles and Responsibilities

1. To deliver a one year operational plan, for Jog Derbyshire which meets the objectives and targets of the partner organisations, funders and local delivery organisations.
2. To recruit participants to Jog Derbyshire groups using appropriate marketing techniques.
3. To liaise with England Athletics to set up Jog Leader training courses in the county and to promote these widely.
4. To recruit new Jog Leaders.

5. To support newly trained Jog leaders to set up new groups, , ensuring that they all have the required up-to-date qualifications (First Aid, CRB check, Jog Leader training) promotional materials and plan and initially have the support of a more experienced Jog Leader.
6. To deliver a programme of ongoing support to Jog Leaders to maintain their motivation and provide new development opportunities and skills to ensure a quality experience for the participants and leaders. .
7. To work with Community Sports Trust and Derbyshire Sport marketing colleagues to deliver the marketing plan for Jog Derbyshire, that ties in with Jog England and the Active Derbyshire campaigns and websites.
8. To recruit organisations, e.g., community groups, clubs, workplaces, local authorities and others to host/sponsor Jog Derbyshire groups.
9. To use the established monitoring and evaluation system to collect data on participant numbers and groups.
10. To identify case studies and good news stories to support the marketing campaign for the project.
11. To produce good quality signposting information for jog leaders and jogging group participants about running events, running clubs and athletic clubs in the county for participants who are interested in moving in to more competitive events.
12. Liaise with the CST Chief Officer on the identification and follow up of sponsorship opportunities with the private sector.
13. To ensure all monitoring, evaluation and budgetary information is collected and processed within set time limits by agreed methods and be responsible for submitting regular reports to Derbyshire Sport and other funders.

METHODS OF WORKING

The post holder will be expected to adopt a participative and collaborative style, working with existing and new partners to the Jog Derbyshire project.

The post holder will be expected to use appropriate management information systems, maintain confidentiality and observe data protection guidelines.

The post holder will be expected to take an active part in appraising their own work priorities and targets in accordance with the Community Sports Trust management supervision guidelines. The post holder will be expected to undertake any necessary training associated with the duties of the post.

The post holder will be expected to work evenings and weekends to suit the needs of the project.

DUTIES AND RESPONSIBILITIES - GENERAL

1. Maintain confidentiality and observe data protection and associated guidelines where appropriate.

2. To adhere to existing working practices, methods, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems;
3. To comply with relevant health and safety legislation, policies and procedures in the performance of the duties of the post.
4. To carry out the duties and responsibilities of the post in compliance with the Community Sports Trust Equal Opportunities policies;
5. 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.
6. To act as an ambassador for the Community Sports Trust and partners, through your conduct and community relationships.
7. To 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: HOME

This is the normal place of employment for this post. However, in order to deliver quality services, you will be required to work at other places around Derbyshire at District Council offices, the Derbyshire Sport office in Ripley, and to attend meetings at other venues around the County.



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