

Inclusive Activity Programmes Officer

Directly responsible to: Inclusive Activity Programmes Manager

Salary scale: £20,000-£25,000

Location: Loughborough based

Fixed term contract until end of June 2020 (with potential for extension subject to programme funding)

Role purpose

Activity Alliance is overseeing the delivery of two Inclusive Activity Programmes;

- Sainsbury's Active Kids for All Inclusive PE Training: this project operates across the UK delivered in partnership with the four Home Country National Disability Sports Organisations, Youth Sport Trust and the British Paralympic Association. The training aims to enable teachers, trainee teachers and school staff to deliver inclusive physical education and through doing so increase participation of young disabled people in PE, school sport and beyond.
- Inclusive Activity Programme: this project operates across England delivered in partnership with Sport England and UK Coaching. This training aims to increase the competence and confidence of coaches, local community activators and health care professionals to deliver inclusive activity.

This post holder, alongside the Inclusive Activity Programmes Manager and Programmes Assistant, will support the achievement of all programme objectives including:

Sainsbury's Activity Kids for All Inclusive PE Training

- To provide 5,085 teachers, trainee teachers and learning support assistants working in mainstream schools in the UK with the knowledge, skills and confidence required to fully include young disabled people in quality PE provision by April 2020.
- Through the provision of specialist PE training and resources to directly benefit young people with disabilities or special educational needs (SEN) in the UK, giving them a positive and inclusive experience of PE.

Inclusive Activity Programme

- 8,500 coaches, local community activators and health care professionals to have received appropriate training to support more disabled people to be more active by June 2021.
- Through the provision of specialist training increase the overall participation levels of disabled people in sport.

Key responsibilities

- Support effective programme co-ordination processes and provide information to support programme delivery. To include; responding to enquiries, arranging workshops, producing reports, identifying organisations to promote the programmes to etc.
- Support the development and implementation of programme marketing and communication plans (internal and external), including; producing news stories, tailored promotional information and

social media content, updating programme documents and tracking reach.

- Co-ordinate implementation of programme reporting frameworks, analysing data and supporting the production of reports both internally and externally.
- Liaise with identified leads at partner organisations over day-to-day delivery of the programmes, raising any issues with the Programme Manager.
- Act as the main point of contact for identified organisations and individuals (external and internal) to support them to engage with and influence delivery of the programmes.
- Support the Programme Manager in resource development, including, workshop and eLearning content, promotional videos and printed media.
- Manage programme administration processes and provide information to support internal staff with the support of the Programme Assistant.
- Support information exchange across the programmes to secure best practice and continuous improvement.
- Any other responsibilities appropriate to the level and purpose of the role as agreed.

Contribution to the Work of Activity Alliance

Work as a central member of the Activity Alliance team to achieve the key organisational outcomes.

Work closely with colleagues within Activity Alliance to ensure colleagues are engaged and informed of the work of the Programmes.

Other requirements of role

Ability to travel independently and willing to work away from normal place of work as required. The post holder will need the flexibility to work unsocial hours including evenings and weekends.

Equality and diversity

Activity Alliance is committed to championing equality and diversity in all aspects of employment and in the services that it provides. All employees are expected to understand and promote Activity Alliance's Equal Opportunities Policy in the course of their work.

All Activity Alliance staff are required to actively promote the equal opportunities policy and influence and encourage the empowerment of disabled people within sport and physical activity.

Assessment Framework

Please see the associated "competency framework"

	Competencies	Level	Method of Assessment*
1	Personal Effectiveness	3	A, I
2	Individual Impact	2	A, I
3	Managing Change	2	A, I, T
4	Leadership	2	A, I, T
5	Delivering Results	2/3	A, I, T
6(a)	Technical Knowledge – Physical Education and school sport	2	A, I
6(b)	Technical Knowledge – Sport and Disabled people	2	A, I
6(c)	Technical Knowledge – Marketing and communications	2	A, I, T

*** Method of assessment**

- A: Application
I: Competency element of interview
T: Task

Please send your applications by email to jobs@activityalliance.org.uk or post to Activity Alliance, SportPark, Loughborough University, 3 Oakwood Drive, Loughborough, Leicestershire, LE11 3QF.

Closing date for applications: Midday Tuesday 21st May 2019

Interview date: Wednesday 29th May 2019 in Loughborough

Activity Alliance

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