

Job Description

Participation Officer Powys



JOB DESCRIPTION	
Job Title	Participation Officer Powys
Salary	£19K Per annum
Location	Powys Various Locations Regular travel to Swansea.Com Stadium and Ospreys High Performance Centre
Hours of work	37.5 Hours per week
Responsible to	Sport & PA coordinator
Responsible for	The Delivery of The Foundations Pillars through various innovative programmes. Guidance and support of all casual staff to help deliver a purposeful and meaning series of programmes and events to ensure OitC can support its communities. Support the S&PA coordinator to Develop new and innovative programmes and events to ensure OitC is able to generate income to help sustain the activities it runs and supports.
Contractual Status	<ul style="list-style-type: none"> • Full Time 2 Year fixed • Subject to probationary period and annual appraisal
Role Summary	<ul style="list-style-type: none"> • Deliver a range of innovative community programs that directly link to the New strategic vision of Ospreys in the Community, with a focus on Sport & Physical activity. • To assist the operations assistant in delivering the primary schools education programme. • To support delivery of key events and activities within OitC • Play a key role in creating and delivering a series of Sport and education programs that form a key part of Ospreys in the Community delivery strategy. • Produce key reports to evaluate the success of community programs • Assist in the promotion and Marketing of all foundation activities and events.
Key Relationships	<ul style="list-style-type: none"> • Ospreys staff, management and players • Key Stakeholders • Schools, Clubs and Colleges & Hub officers.
Key Responsibilities, Tasks and Activities	<p>Leadership</p> <ul style="list-style-type: none"> • Ensure that there is a shared understanding and adoption of OITC community strategy, vision, values, standards and protocols by the Team, staff and Management members. • Model the values, standards and protocols at all times. • Build and maintain strong working relationships with various internal and external partners, both individually and as a group, using a range of communication styles and media tailored to the individual and the message. • Demonstrate personal credibility, honesty, high integrity, and show an ability to handle pressure and stress appropriately. • Assist in the development and maintenance of high standards.

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	<p>Support and guide Causal Community Staff & Volunteers.</p> <ul style="list-style-type: none"> • Accomplish OITC goals by mentoring, supporting and deploying volunteers and rugby leaders to help support and achieve targets across the region. • Plan and implement delivery strategy for community programmes • Utilise the Volunteer pathway to generate a workforce and encourage new volunteers. <p>One Community</p> <ul style="list-style-type: none"> • Work with the coordinator to create a delivery plan to achieve all targets for Ospreys in the Community. • Support the One Community Module and ensure relationships are strengthened and built on for the betterment of the community. • The plan will incorporate Multi Sports delivery, holiday camps, events, festivals and themed activities whilst ensuring Ospreys in the Community communication, messaging and promotion are integrated. • Ensure that all key performance measures are collated and reported accordingly. • Ensure all equipment and Vehicles issued by Ospreys in the Community are looked after, monitored and accounted for at the end of each session. <p>Schools & Club Engagement</p> <ul style="list-style-type: none"> • Ensure Schools & Club engagement and delivery is purposeful, All participants should have a clear understanding and pathway to sports clubs, holiday provision or alternative options as an exit strategy. • Build relationships to ensure the OitC brand is strong within the community • Utilise the schools programme as an engagement tool using key partners to help deliver the programme in line with the curriculum and linked to practical activity • Regular Festivals and Events should be run to highlight the work that OitC does and to provide opportunities for Mass participation.
Continued Professional Development	<ul style="list-style-type: none"> • OITC are committed to providing CPD for the post holder • We expect the post holder to undertake available training courses and research to enhance personal knowledge, skills and experience

PERSON SPECIFICATION	
Skills & Qualifications	<ul style="list-style-type: none"> • A relevant coaching qualification • Understanding of Safeguarding • First aid • Understanding of disabilities • Able to break down barriers for participation • Welsh Language desirable

PERSON SPECIFICATION	
	<ul style="list-style-type: none"> • Solid organisational skills, including multi-tasking and time-management • IT Skills, specifically Microsoft Word, Excel & PowerPoint • Be approachable and confident in talking to both internal and external stakeholders.
Key Competencies	<ul style="list-style-type: none"> • Ability to deal with multiple projects simultaneously and be able to thrive in a supportive but sometimes challenging environment. • A team player with a strong sense of his/her own individual responsibility and can work on their own initiative. • Propensity to adapt and deliver quickly and to a high level of competence. • Ability to respond creatively and professionally when under pressure • Able to communicate effectively at all levels. • Ability to meet deadlines • Build and maintain excellent working relationships

Acknowledgement		
Employee Signature:	Name:	Date:
Line Manager Signature:	Name:	Date:

The job description is subject to change pending review by the role holder and their line manager.