



# Active Life Club

Empowering Young People through Sport

## **Job Description**

**Job Title:** Development Officer (part-time)

**Reporting to:** Board of Trustees, Active Life Club

**Salary:** £22,000 per annum (37.5 hours per week) pro rata for part-time

**Hours of Work:** 15 per week (including weekends)

**Location:** Govanhill, Glasgow (although some travel may be required)

## **Purpose of the Position**

The Development Officer's post is a new position and the role will be to support the charity in its day to day activities and its growth. The role will have overall responsibility for co-ordinating and managing all volunteering activities and Active Life Club (ALC) services and activities.

Our Services currently include opportunities to volunteer, training & personal development, community development activities, health and wellbeing projects including sports activities. ALC are about "Empowering Young People Through Sports"

**This post has been identified as requiring a PVG check.**

## **Key Responsibilities & Duties**

- Identify resources needed and review on an ongoing basis as the project progresses.
- Ensure resources are effectively used, expenditure monitored and services delivered in accordance with budgetary provision.
- Demonstrate a good understanding of some of the complexities faced by this client group.
- Manage day to day operational aspects of projects, ensuring project standards.
- Assign volunteers duties and support them as required.
- Maintain and develop the client database management systems.
- Manage activity recording sheets for each activity within the club.
- Develop a process for cross referrals for both internal and external activities to the organisation.
- Ensure project documents are complete, current and stored appropriately.
- Produce monthly reports to the board and funders on budgets, activities and evaluating progress.
- Support the board with funding applications.
- Ensure that all Active Life Club policies and procedures are adhered to.
- Liaise with stakeholders, partners, funders, community groups and other Youth groups and charities to exchange ideas and best practice.
- Attend Board meetings and external meetings as required.
- Maintain confidentiality and data protection principles, raising any issues with the board.
- To undertake any other duties, roles or responsibilities as requested by the board as are deemed reasonable and commensurate with the role.

## Person Specification

## Job title: Development Officer

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
Qualifications	<ul style="list-style-type: none"><li>• Higher Education e.g. HNC, HND, Degree or Equivalent Work Experience.</li></ul>	<ul style="list-style-type: none"><li>• Qualification at Diploma or Higher level in health related discipline.</li><li>• Qualification in Community Learning and Development.</li></ul>
Attainments/competencies (list as required)	<ul style="list-style-type: none"><li>• Good communication skills both written and verbal</li><li>• Problem solving skills</li><li>• Good organisational skills</li><li>• Committed and effective team player</li><li>• Influencing skills</li><li>• IT literacy</li><li>• <b>Ability to deal with complex situations</b></li><li>• PVG check</li></ul>	<ul style="list-style-type: none"><li>• Conflict resolution/mediation skills</li></ul>
Previous experience	<ul style="list-style-type: none"><li>• <b>Managing budgets and resources effectively.</b></li><li>• Raising awareness of projects</li><li>• Experience in a project management role</li><li>• Experience of community engagement</li><li>• Knowledge of funding/resourcing opportunities.</li><li>• Presentation skills</li></ul>	
Experience required	<ul style="list-style-type: none"><li>• <b>Effective at managing budgets and resources</b></li><li>• Understanding of community engagement in the voluntary and third sector.</li><li>• Managing volunteers and their supervision</li><li>• Facilitation and delivery of workshops/training.</li><li>• Ability to work independently and using own initiative.</li><li>• Report writing</li><li>• Working knowledge of Microsoft Office products</li></ul>	<ul style="list-style-type: none"><li>• First Aid certificate or working towards certification</li><li>• Experience of working in a health &amp; wellbeing promoting role.</li></ul>
Special aptitudes (e.g. oral or written skills, manual dexterity, etc.)	<ul style="list-style-type: none"><li>• Ability to interpret complex information and present to a variety of audiences</li><li>• Resilience</li><li>• Adaptability</li><li>• Ability to travel</li><li>• Willingness to attend evening and weekend meetings/activities as required.</li></ul>	<ul style="list-style-type: none"><li>• UK Driving Licence (clean)</li></ul>
Physical abilities, circumstances, but only if a justifiable requirement for the job		