**Job Capsule Supplementary Information: Community Sport and Physical Activity Officer (Capacity Building)**

**This supplementary information for Community Sport and Physical Activity Officer (Capacity Building) is for guidance and must be used in conjunction with the Job Capsule for Health and Community.**

**Job Zone: Three Level One, Camden Way Category 2**

**Role Purpose:**

Responding directly to the new community vision for Camden presented in the Camden 2025 plan, this role sits in the Camden Sport & Physical Activity Service (SPA) and will address the community resilience agenda by supporting local clubs and community organisations to develop viable and sustainable community sport and physical activity offers across the borough.

This role will drive the expansion of a network of high quality community providers, who will increase and improve sport and physical activity opportunities for Camden residents. This role will support voluntary sector sports clubs and community organisations by creating strong local networks to increase collaborative approaches to supporting residents, increasing access to advice and guidance including e.g. internal governance, business planning, marketing and communications, training and development, accessing funding and facilities.

The successful candidate will input and support the development of SPA communications and marketing for the Community Sport and Physical Activity Team.

**Example outcomes or objectives that this role will deliver:**

*(Approx. six to eight key statements)*

* facilitation and support for Camden’s community led, local sport and physical activity networks
* the Camden Active Mark (CAM) quality assurance and development scheme for community sports clubs and organisations, recruiting and supporting new organisations to achieve the requisite quality standard and supporting existing CAM organisations to continually improve.
* expertise to support clubs and community providers to increase and enhance programmes focused on priority groups including e.g. BAME, women and girls, disabled people, older adults
* advice and guidance for clubs and community providers seeking to secure external funding, recruiting and sustaining volunteers, training and development opportunities. Promotion of opportunities available through stakeholders such as London Sport, Volunteer Action Camden
* supported access to facilities for clubs and community providers, working in partnership with other officers, GLL and other facilities providers.
* co-ordinate the development of the borough’s focus sports work in conjunction with clubs and community organisations and other internal and external stakeholders
* Lead on the marketing and communications for the community sport and physical activity team.

**People Management Responsibilities:** *(Number of reports, nature of management responsibility)*

No direct reports currently.

**Relationships;** *(Nature of relationships and partnerships e.g. internal, external, and level)*

Partnership working will be at the heart of this role, creating strong links between clubs and community providers, ensuring that providers have a range of positive development opportunities. Alongside clubs and community organisation’s, key partners will include the internal sport and physical activity team, the LB Camden community partnerships team, GLL, London Sport, regional partners, Pro-Active Camden partners, National Governing Bodies, schools, and other facility providers.

Working relationships will be required at a range of different levels including senior Council officers, Directors of community partner organisations and service delivery teams.

High levels of numeracy and literacy required.

**Work Environment:** *(Describe the work environment e.g. office based, outdoors etc.)*

The post holder will be required to work independently and lead engagement with internal and external partners on the core project areas.

The post holder will be required to travel independently around the borough on a regular basis.

In addition, because the role is focused on supporting clubs and community organisations, many of whom are volunteers, it is expected that periodically work will need to be conducted out of standard office hours. This can be managed within Camden flexible working practices.

The post holder’s main offices will be 5 Pancras Square, London, N1C 4AG

**Technical Knowledge and Experience:**

**(***E.g. qualifications that are essential for the role and / or examples of the experience role holders would be expected to have in order to succeed in the role)*

**Knowledge:**

* The principles of what constitutes quality community sport and physical activity delivery
* ‘Best practice’ in supporting sport and physical activity providers
* Understanding of the Camden and London’s sport and physical activity landscape
* Knowledge of equalities and diversity in relation to sport and physical activity
* Good understanding of IT systems, software packages and marketing and communication techniques.

**Qualification:** Degree or equivalent, or outstanding record of achievement in relevant field

**Experience**

* Capacity building voluntary sport and physical activity organisations
* Supporting Sport and Physical Activity providers to access funding
* Working with local partners to develop sport or physical activity interventions.
* Working to targets and deadlines in a focused manner
* Maintaining focus on objectives within a challenging environment
* Delivering and improving services to improve quality and customer care taking into account the customers’ needs

**Camden Way Five Ways of Working**

*In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.*

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

•Deliver for the people of Camden

•Work as one team

•Take pride in getting it right

•Find better ways

•Take personal responsibility

For further information on the Camden Way please visit:

<http://www.togetherwearecamden.com/pages/discover-jobs-and-careers-in-camden/working-for-camden/>

Structure Chart – please insert or attach an up to date structure chart showing this role