

REPORT TO:	FINANCE & MANAGEMENT COMMITTEE	AGENDA ITEM:15
DATE OF MEETING:	29TH NOVEMBER 2007	CATEGORY: DELEGATED
REPORT FROM:	DIRECTOR OF COMMUNITY SERVICES	OPEN
MEMBERS' CONTACT POINT:	Hannah Barradell-Smith	DOC:
SUBJECT:	Get South Derbyshire Active	REF:
WARD(S)	ALL	TERMS OF
AFFECTED:		REFERENCE:FM05

1.0 Recommendations

- 1.1 ~~1.1~~ To approve the appointment of an additional Community Sports Coach and new post of Club Development Officer both on a fixed term 3 year contract. The grade of the post will be subject to a formal assessment under the Council's Temporary Regrading procedure and then be included in the Council's Pay & Grading Review. For the purpose of this report it is proposed to set grade at Scale 5 in line with the current post of Community Sports Coach on the Council's establishment.

2.0 Purpose of Report

- 2.1 The report seeks approval for the appointment of an additional Community Sports Coach and Club Development Officer to deliver the Sport England funded Get South Derbyshire Active project.

3.0 Detail

- 3.1 The attached report provided as Annexe No.1 was considered by Housing and Community Services Committee on 22 November and seeks the approval to appoint a Community Sports Coach and Club Development Officer to deliver the Sport England funded Get South Derbyshire Active project.

4.0 Personnel Implications

- 4.1 The provision of leisure opportunities within the Community will be enhanced through the establishment of these posts. The contracts will be fixed term and directly linked to the funding that has been currently made available. The Council has approved guidance to comply with current employment legislation on the use of fixed term contracts. This provides for fair and equal treatment at all time during the fixed term contract.
- 4.2 The guidance also outlines the procedure to be followed ahead of the expiry for the fixed term contract. This will ensure compliance with the Statutory Dismissal and Disciplinary Procedures as the termination of a fixed term contract is viewed as a dismissal. At this time, the reason for the dismissal will identify if any consideration needs to be given towards redundancy cost. It is noted that costs for this have been included in the overall costing.
- 4.3 A copy of the proposed job descriptions and person specifications are provided as Annexe No.2.

4.4 It is proposed that the additional Community Sports Coach post will be graded at Scale 5 as per the existing post. The Club Development Officer salary has been evaluated as part of the Temporary Regrading procedure and has been evaluated at Scale #.(to be reported verbally at the meeting)

4.5 Both posts will be offered on a fixed term contract for three years.

4.6 The Council is currently completing a full Pay and Grading Review of all posts. This will include these posts and any changes to the grade or other terms and conditions will be subject to the completion of this review.

5.0 Financial Implications

5.1 The full cost of the project is covered by existing budgets and £244,000 from Sport England with any redundancy costs, if appropriate, on the expiry of the three year fixed term contracts included within the project budget.

6.0 Corporate Implications

6.1 See Annexe No.1

7.0 Community Implications

7.1 See Annexe No.1

9.0 Conclusions

9.1 See Annexe No.1

REPORT TO:	Housing and Community Services Committee	AGENDA ITEM:
DATE OF MEETING:	22nd November, 2007	CATEGORY: RECOMMENDED
REPORT FROM:	Director of Community Services	OPEN:
MEMBERS' CONTACT POINT:	Hannah Barradell-Smith (5973)	DOC:
SUBJECT:	Getting South Derbyshire Active	REF:
WARD(S) AFFECTED:	All	TERMS OF REFERENCE: HCS07

1.0 Recommendations

- 1.1 That members [note](#) the award of a grant of £244,000 from the Sports Lottery Fund to the 'Getting South Derbyshire Active' project and recommend to Finance and Management Committee to approve the recruitment of the Community Sports Coach and Club Development Officer.

2.0 Purpose of Report

- 2.1 To inform members of the successful application made to the Sport England Community Investment Fund for the Getting South Derbyshire Active project and how the project will be delivered.

3.0 Detail

- 3.1 Following the successful completion of the Sport, Recreation and Physical Activity Strategy approved by this Committee in February, it was identified through the Strategic Sports Group (South Derbyshire's Community Sports Network) that the new strategy enabled the group to apply for funding that became available through Sport England, under the Community Investment Fund.
- 3.2 The bid contains both revenue and capital streams. The revenue stream supports an additional Community Sports Coach and a Club Development Officer. The capital stream supports the installation of 4 Multi Use Games Areas (MUGA's) within South Derbyshire. The Club Development Officer will take the lead on working with our clubs and volunteers throughout the district, and the Community sports coach will lead on providing sporting and recreational opportunities for young people and adults across the district.

- 3.3 The core aim of Getting South Derbyshire Active is to create and enhance sporting, recreational and physical activity opportunities. This in turn will lead to higher participation rates across the community and improve the standard of sports clubs and volunteers operating across South Derbyshire. The key objectives of the project include:
- Delivering activities within "hot spot" areas of anti-social behaviour
 - Signposting young people to local sports clubs, leaders courses and coach education
 - Increasing the number of young people and adults participating in sport and physical activity
 - Working closely with local partners to identify hard to reach groups to work with
 - Increasing membership of local sports, recreation, uniformed and physical activity clubs for children and adults.
 - Increasing the number of clubs with National Governing Body or other club accreditation schemes.
 - Increasing the quantity and quality of volunteers, coaches, instructors and leaders within all clubs.
 - Raising the profile of sports clubs across the district.
 - Providing new sport and recreation facilities and improving existing facilities; having a positive impact upon participation and performance levels.
- 3.4 The work of the posts will be line managed by the Sport and Youth Development Manager with reports on a quarterly basis to the Strategic Sports Group. This group involves key partners from sport at county and local level, spanning public, private and voluntary sectors of the sport, recreation and physical activity community.
- 3.5 The capital element of the project involves the provision of four MUGA's, which are to be at Overseal, Salisbury Drive and Goseley Estate in Hartshorne and one other location to be confirmed.

4.0 Financial Implications

- 4.1 The total project cost over a three-year period is £524,000. This is funded through £244,000 from Sports England with the remaining coming through partnership funding from Safer South Derbyshire Partnership (£60,000), Derbyshire County Council Youth Opportunities Fund (£60,000) and the District Council (£160,000). The District Council contribution is a combination of the current capital programme allocation for youth and play facilities and existing revenue budgets.
- 4.2 There are no new financial implications for the District Council arising from this report.
- 4.3 The project is for a three-year period during which time income streams will be developed through the activities provided to enable the continuation of the project after that period. The project will be evaluated as it proceeds and its continued funding by partners will be dependent upon how effective it is and the willingness of partners to contribute further funding. There is no expectation that the District Council will be obliged to take on the funding of this project.

5.0 Corporate Implications

- 5.1 This project significantly improves service delivery, contributing primarily to increasing the health and quality of life of young people and adults across the district and improving facility provision for a range of sporting and recreational activities. In addition it will develop high quality clubs and volunteer structures throughout the district.

6.0 Community Implications

- 6.1 The strategy will have a significant impact upon the level of sport, recreation and physical activity provision across the district. Its successful delivery will increase the numbers of young people and adults participating in activities at all levels. The subsequent positive impact upon the health of the district residents is also a notable implication.

7.0 Conclusions

- 7.1 This project will have a direct positive impact on the delivery of Sport and Youth Development across South Derbyshire.

8.0 Background Papers

- 8.1 Sport, Recreation and Physical Activity

SOUTH DERBYSHIRE DISTRICT COUNCIL

JOB DESCRIPTION

DIRECTORATE: COMMUNITY SERVICES

SERVICE UNIT: LEISURE AND COMMUNITY DEVELOPMENT

POST: Community Sports Coach

GRADE: SCALE 5 **POST NO:**

RESPONSIBLE TO: ~~Sports Development Officer~~ [Sport & Youth Development Manager](#)

1.0 JOB SUMMARY:

The Community Sports Coach (CSC) will work within the District of South Derbyshire and will lead in the delivery & monitoring of quality sports & physical activity provision. The focus of the CSC will be on delivering multi-sport activities to children and young people and support the development of the sporting hubs (e.g. Pingle School, Granville School, John Port School/Etwall Leisure Centre, Rosliston Forestry Centre, Green Bank Leisure Centre, Maurice Lea Park) in South Derbyshire for outdoor, extreme and traditional sporting opportunities for all target groups.

2.0 MAIN DUTIES AND RESPONSIBILITIES:

- 2.1 To develop and co-ordinate community participation in sport and physical activity by building on existing opportunities and developing new sporting networks.
- 2.2 To [develop](#), plan and implement a Community Sports, Physical Activity [and Outdoor](#) Programmes -according to local priorities.
- 2.3 The majority of the delivery will include: after school coaching, curricular & extra curricular and community outreach programmes across South Derbyshire, including delivery of the Sports Leaders UK level 1 and 2 courses.
- 2.4 ~~2.4~~ —To work within the policies of the council, especially those concerned with equal opportunities, health & safety and child protection.
- 2.5 ~~2.5~~ To ensure that the service is delivered within Sport England & National Governing Bodies (NGB's) of sport [guidelines](#) and that all evidence of projects is properly documented and fed back.

2.6 Keep informed of current legislation, local and national issues and their implementation in daily work practice.

2.7 Report back to the Sports ~~Development Officer~~ and Youth Development Manager and steering group members; and liaise and report to the local community and other relevant organisations within the area with regards to performance, programmes and providing advice & guidance on issues relating to sport & physical activity. Reporting back to the Get Active in The Forest (GAIF) Manager for all issues relating to work conducted on the GAIF programme.

2.8 The post holder will be required to work evenings and weekends.

2.9 To support, promote and comply with the Council's Equal Opportunities and Diversity Policy when undertaking the duties of this post.

2.10 To ensure adherence to, the Council's Health & Safety Policy.

2.11 Undertake such other duties commensurate with the experience of the postholder and the grading of the post as may be reasonably delegated from time to time.

3.0 SPECIFIC DUTIES/RESPONSIBILITIES

3.1 To be accountable to the line manager for achieving agreed service outcomes, outputs, personal appraisal targets and training in line with requirements.

3.2 To set up administration and recording systems as required.

4.0 ADDITIONAL INFORMATION

4.1 ~~THIS POST IS SUBJECT TO SUCCESSFUL COMPLETION OF A CRB CHECK~~ This post is subject to successful completion of an enhanced Criminal Record Bureau (CRB) check, medical clearance and references.

Date Issued:
April 07

PERSON SPECIFICATION

POST: Community Sports Coach

POST NO:

<u>Specification</u>	<u>Essential/Desirable</u>	<u>How Assessed</u>	<u>When Assessed</u>
KNOWLEDGE AND EXPERIENCE			
A knowledge of community sports development.	Essential	Application form	Selection for Interview
Experience of working in the field of sports coaching or school sport.	Essential	Application form	Interview
An ability to write accurate and concise reports.	Desirable	Application form	Selection for interview
Valid National Governing Body coaching award at level 2.	Desirable <u>Essential</u>	Application form	Selection for interview
Experience of computer based programmes, e.g. Windows, Excel etc.	Desirable	Application form	Interview
Understanding of the PESSCL strategy.	Desirable <u>Essential</u>	Application form	Interview
Knowledge of the key issues related to sport including school sport, sports coaching and club development.	Essential	Application form	Interview
Knowledge of child protection issues.	Desirable <u>Essential</u>	Application form	Interview
Experience of working with schools, clubs or governing bodies of sport.	Essential	Application form	Interview
First degree or equivalent in PE or sports related area.	Desirable	Application form	Interview
Experience of mentoring <u>e.g.</u> Junior and Community Sports Leaders Awards.	Desirable	Application form	Interview
Hold a full driving license.	Essential	Application form	Interview
Understanding the basic principles of the link between physical activity and health.	Desirable	Application form	Interview
<u>Knowledge of monitoring and evaluation procedures</u>	<u>Desirable</u>	<u>Application form</u>	<u>Interview</u>
To hold a current First Aid Certificate, <u>preferably</u> First Aid at Work.	Desirable	Application form	Interview

RELATIONS WITH PEOPLE

Ability to work well as a member of a multi-agency team.	Essential	Application form	Interview
Excellent oral and written communication skills.	Essential	Application form	Interview

INITIATIVE AND INDEPENDENT ACTION

Ability to be self-motivated and generate personal workload. Have the capacity to effectively organise and prioritise the same.	Essential	Application form	Interview
Be able to work well under pressure and to meet deadlines whilst maintaining the highest standards of quality.	Essential	Application form	Interview
Ability to carry out the duties in accordance with the Council's Equal Opportunities Policy.	Essential	Application form	Interview
Willingness to work unsociable hours.	Essential	Application form	Interview

CREATIVITY AND INNOVATION

Design and amend coaching sessions at short notice	Desirable	Application Form	Interview
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JOB DESCRIPTION

DIRECTORATE: COMMUNITY SERVICES

SERVICE UNIT: LEISURE AND COMMUNITY DEVELOPMENT

POST: Club Development Officer

GRADE: **POST NO:**

RESPONSIBLE TO: ~~Sports Development Officer~~ Sport & Youth Development Manager

1.0 JOB SUMMARY:

The Club Development Officer (CSO) will work within the District of South Derbyshire and will lead in supporting local sports clubs and associated organisations to reach their potential. The focus of the CDO will be on supporting clubs to work towards, gain and maintain club accreditation. Providing coach education opportunities, recruitment, training and retention of volunteers to aid clubs to remain sustainable within South Derbyshire.

2.0 MAIN DUTIES AND RESPONSIBILITIES:

2.1 To develop, plan and implement a club and volunteer development programme across South Derbyshire.

2.2 To organise the delivery, promotion and management of volunteer programmes in the community including sport and physical activity courses.

~~2.23~~ Lead the promotion and co-ordination of club accreditation in South Derbyshire, providing advice and support to clubs and those working with clubs and recognising the achievement of, and raising the profile of, accredited clubs.

2.4 ~~2.4~~ To carry out all duties with regard to his/her health and safety implications, crime and disorder implications, safeguarding vulnerable people, data protection implications and their impact upon the Council's equal opportunities and sustainability policies~~To work within the policies of the council, especially those concerned with equal opportunities, health & safety and child protection.~~

2.5 To liaise with the Youth Engagement Through Sport Project, Get Active In The Forest Project, South Derbyshire Sport, County Sports Partnership, South Derbyshire CVS and other partners as appropriate in the promotion and development of club and volunteer work.

2.6 To support sport specific focus groups within the district and look to develop further groups as demand requires and use them as a forum to disseminate good practice and develop coach education opportunities.

2.7 To monitor and measure the impact of initiatives and programmes to allow, whenever possible the quantification of sporting/community development benefits.

- 2.585 To ensure that the service is delivered within Sport England & -National Governing Bodies (NGB's) of sport guidelines and that all evidence of projects is properly documented and fed back.
- 2.669 Keep informed of current legislation, local and national issues and their implementation in daily work practice.
- 2.7710 Report back to the Sports ~~Development Officer~~ and Youth Development Manager and steering group members; and liaise and report to the local community and other relevant organisations within the area with regards to performance, programmes and providing advice & guidance on issues relating to sport club development.
- 2.11. To contribute towards the development of strategy and policy in the area of sports and volunteer development.
- 2.12 To support, promote and comply with the Council's Equal Opportunities and Diversity Policy when undertaking the duties of this post.
- 2.13 To ensure adherence to, the Council's Health & Safety Policy.
- 2.14 Undertake such other duties commensurate with the experience of the postholder and the grading of the post as may be reasonably delegated from time to time.

3.0 SPECIFIC DUTIES/RESPONSIBILITIES

- 3.1 To be accountable to the line manager for achieving agreed service outcomes, outputs, personal appraisal targets and training in line with requirements.
- 3.2 To set up administration and recording systems as required.
- 3.3 Identify, co-ordinate and promote appropriate training and development opportunities for clubs and those supporting them.
- 3.4 Provide an effective information service to support the development of clubs in the district, developing and disseminating relevant resources and information.
- 3.5 Provide appropriate support to enable clubs to fulfil their potential, including working with and through a range of partners and directly with clubs.
- 3.6 Lead the development of community volunteering within sport, both in partnership through the School Sports Partnership- Step into sport and Leadership Academy, sports clubs, National Governing Bodies and South Derbyshire Council for Voluntary Service.
- 3.7 Produce resources, information and reports to enable effective monitoring and evaluation of the club accreditation programme and promote the sharing of good practice in club and volunteer support.

4.0 ADDITIONAL INFORMATION

- 4.1 The ~~postholder~~post holder will be required to work evenings and weekends.

- 4.2 ~~THIS POST IS SUBJECT TO SUCCESSFUL COMPLETION OF A CRB CHECK~~ This post is subject to successful completion of an enhanced Criminal Record Bureau (CRB) check, medical clearance and references.

Date Issued:

September 07

PERSON SPECIFICATION

POST: Club Development Officer

POST NO:

<u>Specification</u>	<u>Essential/Desirable</u>	<u>How Assessed</u>	<u>When Assessed</u>
KNOWLEDGE AND EXPERIENCE			
A knowledge of community sports development.	Essential	Application form	Selection for Interview
Experience of working in the field of sports coaching or school sport <u>or community development</u> .	Essential	Application form	Interview
An ability to write accurate and concise reports.	Essential	Application form	Selection for interview
Valid National Governing Body coaching award at level 2	Desirable Essential <u>Desi</u> <u>nable</u>	Application form	Selection for interview
Experience of computer based programmes, e.g. Windows, Excel etc.	Desirable	Application form	Interview
Understanding of the PESSCL strategy.	Desirable Desirable	Application form	Interview
Knowledge of the key issues related to sport including school sport, sports coaching and club development.	Essential	Application form	Interview
Knowledge of child protection issues.	Desirable <u>Essential</u>	Application form	Interview
Experience and understanding of working with schools, clubs, <u>voluntary organisations</u> and governing bodies of sport.	Essential	Application form	Interview
Experience and understanding of working with volunteers and voluntary sector sports clubs.	Essential	Application form	Interview
First degree or equivalent in PE or sports related area.	Desirable	Application form	Interview
Experience of mentoring <u>e.g.</u> Junior and Community Sports Leaders Awards-	Desirable	Application form	Interview

Hold a full driving license or availability of transport	Essential	Application form	Selection for Interview
Understanding the basic principles of the link between physical activity and health <u>and community safety</u> .	Desirable	Application form	Interview
<u>Knowledge of monitoring and evaluation procedures</u>	<u>Desirable</u>	<u>Application form</u>	<u>Interview</u>
To hold a current First Aid Certificate, <u>preferably</u> First Aid at Work.	Desirable	Application form	Interview

RELATIONS WITH PEOPLE

Ability to work well as a member of a multi-agency team.	Essential	Application form	Interview
Excellent oral and written communication skills.	Essential	Application form	Interview

INITIATIVE AND INDEPENDENT ACTION

Ability to be self-motivated and generate personal workload. Have the capacity to effectively organise and prioritise the same.	Essential	Application form	Interview
Be able to work well under pressure and to meet deadlines whilst maintaining the highest standards of quality.	Essential	Application form	Interview
Ability to carry out the duties in accordance with the Council's Equal Opportunities Policy.	Essential	Application form	Interview
Willingness to work unsociable hours.	Essential	Application form	Interview

CREATIVITY AND INNOVATION

Design and amend coaching sessions at short notice	Desirable	Application Form	Interview
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