CLUB TEAM

PLACEMENT OPPORTUNITY
SANDWICH YEAR PLACEMENT: Club Development Officer

JOB DESCRIPTION

Title: Club Development Officer
Reports To: Club Development Manager
Location: Access Sport Head Office, Bethnal Green, London, E2
Contract: Temporary (9 month – 1 year placement)
Salary/Benefits: Travel expenses only (London zones 1-6)
Hours: 35 hours per week, core hours of 9am-5pm

ABOUT ACCESS SPORT

Founded in 2004, Access Sport CIO is the only charity 100% dedicated to realising the potential of local volunteer-led sports clubs in deprived areas. Our mission is to enhance the life prospects of disadvantaged young people and those from marginalised groups by providing opportunities to experience and enjoy the power of sport. We do this by building thriving community sports clubs, led by inspirational volunteers, in the most disadvantaged urban areas. These clubs provide life-changing opportunities for local, vulnerable people, whilst creating a lasting, locally-owned community resource.

Access Sport’s unique New Model Club methodology has won multiple awards including Charity of the Year 2017 at the Sport Business Awards and the BT Sports Industry Award 2015 for best community sports project nationally.

Last year we worked with 143 community sports clubs and reached nearly 10,000 young beneficiaries. Our work is supported by Olympic and World Champion Ambassadors that include Sir Chris Hoy, Kate Richardson-Walsh and Wimbledon wheelchair tennis champion Jordanne Whiley.

For further information see www.accesssport.org.uk

WHY WORK FOR ACCESS SPORT?

Access Sport is an exciting and dynamic place to work. No two days are the same. There are opportunities for team members to get involved in all aspects of the charity, from the delivery of our programmes on the ground, to fundraising, event management and finance. We are committed to being a supportive and enjoyable place to work. As a member of staff at Access Sport you will benefit from:

- 15 days holiday in addition to the usual public holidays and time off between Christmas and New Year when the office is closed
- A healthy living & well-being employer – recently renovating our London office to include shower facilities and have a well-being programme including our mixed 5-a-side football team in the London charity football league, being part of social events, our annual dinner and meeting the charity ambassadors
- Personal training and development support
- Team and personal development away days throughout the year
- Good track record of staff development from university placements to full time employees
ABOUT THE ROLE

Access Sport is looking for a Club Development Officer to assist the development of community sports clubs to enhance their growth, sustainability and youth development aspirations.

The role will involve hands-on club development, volunteer recruitment, assisting the monitoring and evaluation of club participants, promoting and running outreach sessions and events, working within local communities engaging hard to reach young people, the possibility of coaching and office based work e.g. e-mails, reports and meetings.

This is an exciting opportunity for a sports enthusiast to gain practical experience in sports development at grass root level. The role will involve some office-based work and out and about in the community for club visits, meetings, training, outreach, and events.

Working hours: Main working hours between 9am – 5.00pm (1 hour lunch). Some evening and weekend work required.

DUTIES AND KEY RESPONSIBILITIES

- Support the planning, delivery and administration of Access Sport’s core programmes.
- Assist in developing suitable resources & strategic documents that contribute to the growth of our programmes and help to influence partners and stakeholders.
- Feed into charity and team meetings, internal reviews and planning discussions.
- Assist in managing existing relationships with key partners including councils, schools and youth service providers
- Oversee the monitoring and evaluation of programmes (e.g. consultations, focus groups & interviews) in order to gather insight and understanding about our target audiences
- Be an advocate and spokesperson for gender equality in sport both within the charity and across the sector.
- Work alongside Access Sport’s Fundraising and Communications team to support fundraising events and the development of our social media strategy

EXPERIENCE AND SKILLS

REQUIRED

- Passion for empowering and inspiring young people from lower socio-economic groups, women and girls and disabled people to reach their full potential through sport
- Proven ability to work independently, a pro-active worker who can take ownership of tasks and show initiative & creativity to get things done
- A committed team player that’s willing to “muck in” to support others and get things done
- Experience or knowledge of the sport sector (UK)
- Excellent organisational and time management skills
- Excellent communication skills, both written and oral, to communicate effectively with all sections of the community
- Excellent computer software skills to create documents, presentations, spreadsheets

DESIRABLE
• Understanding of the political, cultural and social environments affecting equality and inclusion in sport
• Experience of youth and community work in disadvantaged areas
• Experience volunteering at a charity, community group or sports club

PERSONAL ATTRIBUTES

• Enthusiasm, energy and willingness to meet challenging demands and work to deadlines
• Self-motivated, able to use initiative and a highly flexible approach to work
• A personal commitment to Access Sport’s cause
• Self-disciplined, with excellent attention to detail
• A strong team player with good inter-personal skills

FLEXIBILITY

In order to work effectively in a changing environment, flexibility is required from the post-holder. Any other tasks that may be requested will be at the same level of responsibility and terms and conditions of employment. The post-holder must be prepared to travel to other Access Sport locations, and work varying hours in accordance with the demands of clubs and events.

EQUAL OPPORTUNITIES

Access Sport is committed to becoming disability confident and an employer of choice irrespective of disability, gender, race, religion or belief, sexual orientation and age. We appreciate the ethical and business case of ensuring that our workforce is representative of wider society. When we are recruiting to the organisation, disabled candidates who meet the essential criteria will be guaranteed an interview.

TO APPLY

To apply for the role please email a CV and one-page cover letter to katie.page@accesssport.co.uk
Applicants are encouraged to apply early as suitable applicants will be interviewed immediately.