

Job Description

Job Title:	Sports Inclusion Officer
Hours:	21 hours per week – Fixed Term until end January 2023
Salary:	£15,388pa (3 days pw); (FTE £25,648pa) inc. OLV + 6% pension
Deadline for applications:	5pm, 1 February 2022
Interview date:	Monday 7 February 2022
Responsible to:	Partnership Officer – Health & Wellbeing

Background

At Bexley Voluntary Services Council (BVSC) you will find a team who are absolutely committed to supporting a strong, sustainable, and influential voluntary and community sector that can make a positive impact on people's lives in Bexley.

We work hard, we help each other and go out of way to help others and find solutions rather than focusing on problems. We are positive and proactive and, although absolutely focused on our areas of expertise, we work as a team so that BVSC is the best it can be. **Above all, everything we do is to strengthen our local Voluntary and Community Sector.**

The Disability Sports Network is looking for a Sports Inclusion Officer to co-ordinate the network; encourage and increase the membership; provide support to local voluntary groups to increase sporting opportunities and inclusivity to increase accessibility to more disabled residents.

Key Duties;

- Lead, promote and deliver the Disability Sports Network in Bexley
- Audit current support and physical activity providers within the borough and introduce tools to embed inclusive provision into their current programmes
- Support community organisations and sport groups to build local partnerships, and work collaboratively across sectors to increase levels of physical activity for deaf and disabled people
- Provide support to any collaborative funding bids which will increase physical activities available in Bexley for deaf and disabled people
- Support with the monitoring and evaluation requirements for the Disability Sports grant, using the online monitoring platform 'Salesforce' and any other publicity materials & reports required
- Contribute to any other internal reporting requirements, and publicity materials e.g. case studies or content for social media
- Support the wider BVSC team to develop best practice and resources from learnings and insights
- Attend staff meetings, supervision and training as required
- To comply with, and share responsibility for ensuring the implementation of, BVSC policies and procedures and key legislation such as GDPR and Safeguarding
- Undertake any other duties that may reasonably be assigned from time to time including travel throughout the borough to attend events and meet with volunteers and organisations.

Benefits include;

- Flexible working available
- Birthdays off!
- Generous Annual Leave

These are the normal duties which are required of the position; however, we do require that all staff be flexible and may be required to perform other duties to ensure the efficient running of services.

Please note that all staff are partly working from home in line with Covid-19 guidance, but outreach work continues to take place across the borough as necessary.

You will be equipped with IT equipment to facilitate home working and will have regular remote contact and support with the Partnership Officer and wider BVSC staff.

If you have any questions or would like an informal chat, please contact Jacqueline Bobb, by email jbobb@bvsc.co.uk or call 01322 315 390.

Person Specification

We are looking for people who demonstrate personal qualities that are consistent with our organisational values, who have the right experience and skills for the role.

Key

Demonstrate suitability via: A-Application, I-Interview

Values	What we expect of the Administration Assistant	
Integrity, honesty and transparency	To do the right thing, even if it's not the easy thing. Is recognised by everyone as a person you can trust. Acts honestly, ethically and legally in all that you do	A, I
Showing respect	Treats all clients, team members and partners with dignity and respect. Respect the dignity and privacy of everyone you work with. You are a role model for inclusive leadership, treating people according to their needs.	A, I
Being responsive	Is innovative in response to change to achieve better outcomes. Commitment to continuously improving what you do to ensure the best for our communities	A, I
Staying positive and proactive	A positive approach to your work, actively challenging negative attitudes and behaviours. Being a champion of change. Challenges existing processes and always looking for ways to improve.	A, I
Working in partnership	Builds and grows external partnerships to maximise mutual benefits. Support their manager to develop a high performing team. Work together, and creatively, to produce the best outcomes for local communities. Share information appropriately. Recognising that we are stronger when we work co-operatively with others.	A, I

Learning and improving	Is driven to generate ideas which will improve and streamline ways of working. Recognises own areas of development and strives to improve on them. Actively seeks feedback of own performance and takes time to learn from the skills and knowledge of others. Commitment to continuously improve what we do to ensure the best for our communities.	A, I
Maintaining our independence	Support their manager to build a sustainable service. Consider sustainability when making decisions. Promote and protect the reputation of the organisation	A, I
Safeguarding and professional boundaries	Continuously updates own knowledge of Safeguarding procedures and follows all guidelines. Aware of importance of boundaries and able to support team to work with a variety of vulnerable clients. Have the courage to speak up where there are concerns about the quality of services	A, I

Skills and Experience

Essential	
Experience of facilitating meetings and bringing together networks and forums	A, I
Committed to improving lives and communities	A, I
Excellent interpersonal skills with experience of working with people from diverse backgrounds	A, I
Ability to build rapport with a wide range of people demonstrating empathy and understanding	A, I
Experience of working within a framework of confidentiality and with access to sensitive personal data	A, I
Excellent IT skills including previous use of Microsoft Office and CRM database systems	A, I
Excellent communication skills, enabling you to build relationships with colleagues across different sectors	A, I,
A creative problem solver and able to prioritise a varied workload, managing conflicting priorities to meet deadlines	A, I
Able to work on your own initiative and meet deadlines	A, I
Enthusiasm, flexibility and a positive 'can do' attitude	A, I,
Desirable	
Existing knowledge of local services and resources	A, I,
Experience of working in an environment supporting people with a variety of needs (for example with disabilities)	A, I
Experience or knowledge of working with local community organisations, preferably sports clubs	A, I
A passion for empowering disabled people to reach their full potential through sport	A, I
Access to your own car, bike or motorcycle to travel around the borough in good time	A, I