

Job Description

Job Title	Sports Events and Development Officer
Salary	£23,000 - £27,000 dependent on skills and experience
Hours	37.5 hours per week (will include some evenings, weekends and public holidays as required)
Accountable to	Head of Sport and Physical Activity
Location	Based at WheelPower, Stoke Mandeville Stadium, nr Aylesbury, Buckinghamshire (the post could involve some travelling within the UK)
Primary Purpose	To manage, coordinate and implement delivery of events and programmes that provide more opportunities for disabled people to take part in sport and physical activity and lead healthy active lives.

Key Duties

1. Deliver a programme of events to increase the number of disabled people taking part in sport and physical activity, in order to improve their health and well-being by:
 - Project managing events throughout the year, which include two large scale residential events.
 - Managing all event operations relating to venues, sport programmes and deliverers.
 - Ensuring systems are in place which will enable coaches to be identified, recruited and coordinated effectively.
 - Recruiting and training volunteers to support the delivery of sports activity at events.
 - Ensuring all events and programmes are delivered within budget and maintain accurate financial records.
 - In conjunction with WheelPower staff members, undertake consultation, capture feedback and evaluation from participants, parents, coaches and teachers to improve our insight into the needs of disabled people.
2. Build and maintain positive relationships and develop links with appropriate partners, including national governing body of sports, disability sports organisations, Active Partnerships, local councils, disabled people's organisations, education sector and health/physiotherapy networks.
3. Assist with the development of a database and tracking systems for analysis of participation levels and for customer retention and continued support.
4. Liaise with the Head of Sport and Physical Activity to ensure that appropriate policies and procedures are in place and records maintained (DBS checks, safeguarding and protecting children and vulnerable adults, risk assessments etc.).
5. Provide advice, information, and training to upskill and educate the sport and non-sport disability sector to become more effective in delivering and providing sport to wheelchair users.

6. Maintain and update a sports calendar of events and activities at Stoke Mandeville Stadium.
7. Provide support to WheelPower's member sports associations as required.
8. Produce written progress reports as required by WheelPower's Head of Sport and Physical Activity, Sports Development Committee and Board.

Qualifications and Experience

- Proven event organisation and delivery experience (a sports/physical activity setting is desirable but not essential).
- Experience of developing sports programmes and activities in a wide range of environments including schools, clubs and community settings.
- Experience of working with external organisations at a local, regional and national level and of creating and maintain effective strategic partnerships.
- Experience of monitoring and evaluating programmes.
- Successful experience of budget responsibility.
- Experience of delivering presentations and workshops to different audiences.

Skills and Abilities

- Knowledge of the current sports development landscape and key partners.
- Demonstrable understanding of current issues in the promotion and development of disability sport.
- Excellent planning and organisational skills with the ability to prioritise workloads and manage time efficiently.
- Good understanding of safeguarding, health and safety and sports equity principles, policies and procedures.
- Customer-centric approach with high standards and attention to detail.
- Good interpersonal, oral and written communication skills.
- Takes personal responsibility for ensuring the job gets done, and also comfortable asking for help whenever required.
- Intermediate knowledge and experience of working with Office 365 and CRM systems.
- The willingness and ability to work some evenings and weekends as needed to deliver events programme

Supplementary Requirements and Information

- This post is subject to an Enhanced Disclosure check via the Disclosure Barring Service.
- This post holder will need to have access to their own vehicle, hold business car insurance and be willing to use own transport for national travel.
- WheelPower is open, inspiring, forward looking and innovative.
- This document may change overtime with the needs of the organisation.