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| **Person Specification and Job Description**  |
| **Name of Role** | Sports Inclusion Officer  |
| **Responsible to**  | Employment and Involvement Manager |
| **Post Description**  | To support disabled people to get involved in physical activities and sports.  |
| **Experience & Knowledge** | **Skills & Abilities** |
| Essential * Experience of supporting disabled people or vulnerable groups
* Experience of working in a community setting
* Experience of supporting people to access activities
* Experience of meeting targets, outcomes and reporting
* Understanding of the issues that disabled people face when accessing sports or activities
* Excellent administration skills and excellent working knowledge of MS Word, Outlook, database entry and other applications
* Knowledge of confidentiality, data protection and safeguarding issues

Desirable * Passion for sports and exercise
* Experience in managing volunteers
* Experience of setting up a project and managing a project
* Understanding of the social model of disability
 | * Excellent organisational skills
* Empathic approach
* Pro-active
* Good time management and task prioritisation
* Able to work independently as well as part of a team
* Excellent written and verbal communication skills
* Report writing skills
* Ability to network and keep others informed
* Action orientated and can-do approach
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| **Other requirements** |
| This post is subject to a satisfactory Enhanced DBS check carried out by Richmond AID.  |
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| **Main Tasks and Duties** |
| 1. To support disabled people to access sports in the community.
2. To work with Inclusion London as the lead partner and other disabled people’s organisations that are delivering the project.
3. To liaise with local sporting providers to raise awareness about the project and work with individual providers to break down barriers for disabled people in accessing their services.
4. To develop promotional material and market the project.
5. Recruit, train and manage volunteers.
6. Keep accurate records of all clients and maintain a database of client information, continue to update client records with progress and outcomes.
7. Complete all monitoring and evaluation as required by the funder and Richmond AID.
8. Involve local people and providers in the running of the project in a variety of ways.
9. Ensure that the project is compliant with the Social Model of Disability
10. Comply with Richmond AID’s policies and procedures
11. Attend training and development as identified by you and your manager.
12. Attend team meetings and supervision.
13. You will need to travel within LBRuT as part of this post and occasionally may need to work outside of normal office hours including evening and weekends.
14. Any other work commensurate with the level of this post.
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