



Job Title: Community Development Officer – Denhale Active Recreation Centre
Salary: £21,434 per annum (pro-rata)
Location: Wakefield, West Yorkshire
Contract: 30 hours per week (flexible to suit the needs of the business)

About Us

Disability Sport Yorkshire is the leading organisation in the region dedicated to breaking down barriers and creating opportunities for disabled people to participate, lead, and excel in sport and physical activity. Our mission is to inspire inclusion, champion equality, and transform lives through sport.

We have a proud history of delivering impactful programmes, including the Activ8 Events and Sporting Futures initiatives, which have positively impacted thousands of lives across Yorkshire. We collaborate with local communities, schools, clubs, and grassroots organisations to deliver innovative programmes, events, and initiatives that promote physical activity and foster personal development. By providing support, training, and resources, we empower individuals and build inclusive environments where everyone can thrive.

Join us in making a real difference in the lives of disabled people across Yorkshire. Together, we can create a world where sport is truly for everyone.

The Post

We are looking for an enthusiastic **Community Development Officer** with well-developed interpersonal skills to help us build a dynamic and accessible offer to disabled people across the Wakefield district. The ideal candidate will excel at developing partnerships with a range of stakeholders and engaging and inspiring disabled people to take part in physical activity and sport.

This is a wide-ranging role that combines operational management with delivering activities and events. The successful candidate will manage day-to-day operations at the Denhale Active Recreation Centre and develop opportunities for physical activity and sport in the Wakefield district. Additionally, from time-to-time, they may support the delivery of our flagship 'Sporting Futures' and 'Activ8' events programmes in communities across Yorkshire and Humber, working in partnership with local clubs, schools, and organisations.

We are seeking candidates who demonstrate excellent communication skills, a passion for delivering sports coaching and training, proven organisational abilities, and the capacity to manage projects while working independently.

Key Responsibilities

General Responsibility

- Promote the organisation's values and aims, demonstrating a commitment to equality and the positive value of diversity.
- Advocate for Disability Sport Yorkshire in various settings, including meetings and public events.
- Contribute to the development of DSY as a sustainable charity, adding value and demonstrating impact.

Facility Management

- Oversee the day-to-day operation of Denhale Active Recreation Centre, ensuring the facility operates smoothly and safely.
- Please note this role is primarily office-based at Denhale Active Recreation Centre.

Strategic Work

- Increase the number of disabled people accessing sport and/or physical activity in the Wakefield district.
- Develop partnerships to promote and deliver physical activity and sport opportunities across the local region.
- Promote active involvement and inclusion of disabled people across the sports sector in Wakefield.
- Contribute to the development, maintenance, and delivery of the DSY strategic plan.

Development and Partnerships

- Collaborate with colleagues to identify, develop, and deliver opportunities in sport and active recreation for disabled people.
- Partner with relevant organisations to develop joint initiatives, including inclusive projects, opportunities, events, and training.
- Work closely with local providers and disabled people to align initiatives with local amenities and interests.

Project Work

- Build capacity within the sports sector to help organisations understand how to attract and sustain the involvement of disabled people.
- Foster opportunities for disabled people to engage in their local sporting communities through events and programs at Denhale ARC.
- Support the 'Activ8' and 'Sporting Futures' projects where necessary.
- Manage Denhale ARC projects, such as 'Girls Together' and 'Crumpet Club'.

Fundraising and Resources

- Assist in developing funding bids to trusts, foundations, government bodies, or other funders.
- Provide required project evaluations, end-of-project reports, and financial information to funders within set deadlines.

Monitoring and Evaluation

- Provide regular progress reports for relevant partners and funders.
- Monitor, evaluate, and record progress against baseline and key outcomes, producing quarterly reports as needed.
- Collect and manage data to inform reporting requirements for regulatory bodies.

Marketing and Communication

- Develop attractive and accessible marketing and communications materials for projects and initiatives.
- Use social media and the DSY website to promote and raise the organisation's profile.
- Ensure all communication aligns with accessibility and inclusivity standards.

Person specification

Qualifications and Experience

- Degree or equivalent experience in sport, leisure, or a related field.

Essential Criteria

- Experience of organising and delivering coaching, training, and events.
- Proven ability to work with and develop volunteers.
- Experience working with disabled people.
- Strong interpersonal skills with the ability to build relationships and engage others.
- Excellent communication skills, including the ability to work with diverse communities.
- Exceptional organisational and administrative skills, with attention to detail.
- Proficiency in IT tools, including Microsoft Office, spreadsheets, and social media.
- Project management skills and the ability to make decisions under pressure.
- Experience in community/sports development, including monitoring and evaluation to achieve outcomes.
- Enthusiastic, self-motivated, adaptable, and proactive.
- Capacity to work independently.

Desirable Criteria

- Evidence of Continuing Professional Development (CPD).
- Understanding of disability and equality issues.
- Experience with fundraising and grant applications.
- Experience planning and managing budgets.

Other Role Requirements

- Ability to travel independently and work flexible hours, including occasional evenings and weekends.
- A driving license and access to a vehicle (desirable).

How to Apply

To apply, please submit:

- **An up-to-date CV** detailing your career history and achievements. (Maximum 3 sides of A4.)
- **A supporting statement** explaining why you are a strong candidate for this role and how your experience matches the essential criteria in the person specification. (Maximum 3 sides of A4.)
- **Two referees** (one of whom should be your current or most recent employer). Please indicate if we may contact them during the recruitment process.

Please note: As we work with vulnerable children and adults, this post is subject to an Enhanced Disclosure and Barring Service (DBS) check.

Submit your application to cshepherd@disabilitysportyorkshire.org.

- **Closing Date:** Friday, 17th January 2025, 10:00am.
- **Interviews:** Monday, 20th January 2025, between 10:00am and 2:00pm.

For further details, please contact Craig Shepherd at the email above.

