

Job Description – Community Development Officer



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 The Role

Disability Sport Yorkshire (DSY) is seeking a passionate and motivated individual to join our team as a Community Development Officer at the Denhale Active Recreation Centre in Wakefield. This role is an exciting opportunity to play a pivotal part in delivering accessible and inclusive sport and recreation services to local communities.

The successful candidate will ensure the smooth operation of the facility, foster relationships with community partners, and develop initiatives that promote participation, inclusivity, and accessibility in sports and physical activities.

Key Responsibilities

Facility and Operational Management

- Conduct weekly inspections of the facility, including sports equipment and accessibility features, and address any issues.
- Coordinate with suppliers, contractors, and line management to ensure timely maintenance and repairs.
- Manage facility bookings through LemonBooking, ensuring efficient allocation of space and resources. Tasks may include; reviewing booking requests, liaising with customers ensuring appropriate liability insurance and music license where applicable, and invoicing.
- Conduct regular testing of safety systems, including fire alarms, intruder alarms, and portable appliances, as required.

Community Engagement and Outreach

- Build and maintain relationships with local schools, sports clubs, disability organisations, and community groups.
- Represent DSY and the Denhale Active Recreation Centre at local council meetings, networking events, and community gatherings.
- Promote the centre through visits to local businesses and the distribution of promotional materials.
- Host an annual networking event to engage with community leaders, disability advocates, and sports professionals.

Project Management and Event Development

- Plan, design, and deliver inclusive and accessible sports programmes and events for diverse audiences.
- Manage the following programmes; Crumpet Club, Team Talk, Sense MultiSport, and Deaf Youth Club, and other initiatives as they are developed.
- Support logistics for events, including supplier coordination, marketing, and staff allocation.
- Develop and enhance a volunteer programme to support the centre's activities and events.

Marketing and Communications

- Manage the centre's social media platforms, creating engaging posts and responding to comments and messages.
- Develop promotional materials such as flyers, newsletters, and videos to highlight the centre's offerings.
- Ensure the website is up to date with accurate information, including schedules and events.
- Draft and distribute quarterly email newsletters to promote upcoming events and services.
- Write and distribute press releases to local media outlets.

Staff and Volunteer Management

- Allocate staffing and volunteer resources to cover activities, cleaning, maintenance, and events.
- Deliver briefings to staff and volunteers, ensuring alignment with the centre's goals and operations.
- Recruit and develop volunteers to support key initiatives within the facility and surrounding areas.
- Advocate for ongoing training and development for coaches and staff, with a focus on inclusivity and disability awareness.

Strategic Development and Reflection

- Regularly collect feedback from users to improve services and programmes.
- Review monthly achievements and challenges to inform future strategies.
- Plan and adjust weekly operations based on feedback and operational needs.

Please note: The responsibilities outlined are not exhaustive. Disability Sport Yorkshire reserves the right to make reasonable work requests in line with the needs of the organisation.

Person specification

Essential:

- Strong interpersonal and communication skills, with the ability to engage with diverse stakeholders.
- Experience in community engagement, sports development, or facility management.
- Proficiency in social media management and content creation.
- Ability to coordinate and deliver inclusive sports programmes and events.
- Excellent organisational and time-management skills.

Desirable:

- Knowledge of accessibility standards and inclusive practices in sports.
- Experience with booking systems (e.g., LemonBooking).
- Proficiency in creating marketing materials using design tools or software.
- Understanding of health and safety requirements in a community sports environment.

Working Hours and Conditions:

- This role requires flexibility, with 30 hours per week to be arranged based on the needs of the business.
- Evening and weekend work may occasionally be required to support events or activities.

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.

