



## **Grampian Disability Sport – Project Development Manager, GOGA**

### **Job Description and Person Specification**

<b>Salary:</b>	<b>£25,000 - £30,000 pro-rata</b> (depending on experience)
<b>Hours:</b>	Part time, flexible working (circa 20-25 hours per week)
<b>Duration:</b>	Fixed term 2 year to March 31, 2020 (potential to extend beyond)
<b>Based:</b>	Sport Aberdeen

### **Job Description**

#### **Introduction**

Grampian Disability Sport (GDS) is a voluntary sport group with the aim of leading the development of sport for people with physical, sensory or learning disabilities in partnership with the key local agencies and local authorities for Aberdeenshire, City of Aberdeen and Moray. GDS is a SCIO organisation registered with OSCR and a member branch of Scottish Disability Sport (SDS), the governing body of sport for athletes and players with a physical, sensory or learning disability. The committee of GDS now wishes to appoint a Project Development Manager, GOGA to drive forward the Spirit of 2012 funded Get Out Get Active (GOGA) programme across Grampian.

Get Out Get Active (GOGA) is an exciting new programme that supports inactive disabled and non-disabled people to enjoy being active together. This could be through local authority or independent provision, sports clubs or volunteering. The programme aims to motivate people by tapping into their values and the things that matter most to them. This includes building friendships, maintaining health, having fun and developing life skills. GOGA will concentrate on social, fun and inclusive activities delivered over the remaining two years of the programme.

#### **The Purpose of the Post**

Facilitate the delivery of the Get Out Get Active (GOGA) programme across Grampian, working closely with local partners and the wider community to engage with the least active disabled people not currently participating regularly in physical activity or sport.

#### **Key Responsibilities:**

#### **Project Management**

- To manage the successful implementation and further development, of the Grampian Disability Sport Get Out Get Active (GOGA) Programme.
- Produce and review project operational plans on an on-going basis.
- Develop and maintain excellent relationships with project partners and key stakeholders.

- Prepare and submit regular project reports to Grampian Branch Committee and GOGA funding partners.
- Plan and manage the on-going monitoring and evaluation mechanisms. Ensure collection and collation of appropriate data to measure the effectiveness of the GOGA Programme.
- Effectively manage GOGA project budgets.
- Liaise with other GOGA projects to maximise learning opportunities.
- To develop support networks between the local delivery providers, community clubs and other agencies operating in the Get Out Get Active programme.
- Ensure the Get Out Get Active Programme compliments and links with other Sport and Physical Activity development opportunities and programmes within the area.

### **Communications & Engagement**

- Review, plan and implement a communications plan for the GOGA project.
- Promote GOGA projects in the media and develop and maintain relationships with journalists in the Grampian area.
- Lead the promotion and marketing of GOGA activities including the compilation, editing, design and printing of all project promotional literature, merchandise, materials and publications.
- Establish and facilitate the development of project forums and committees.
- Ensure GOGA project updates feature regularly on the Grampian Disability Sport website and on social media platforms such as Facebook and Twitter.

### **Training and Volunteering**

- Develop, in conjunction with GOGA project partner, Volunteering Matters, a volunteering & peer mentoring programme to support the effective implementation of the GOGA project.
- Plan and implement a programme of training, education and learning opportunities for all coaches and volunteers involved in the implementation of the GOGA programme.

### **Sustainability**

- Identify and secure additional sources of funding to ensure sustainability of the programme beyond March 31, 2020.

### **General Responsibilities**

- Any other reasonable duties as delegated from time to time that are appropriate to this position.

### **Further information**

For further information about the post or any related enquiries please contact:

Ailien Pallot

GOGA Co-ordinator, Scotland

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**Closing Date and Interviews**

The closing date for applications is **12.00 noon on Friday 23<sup>rd</sup> February 2018**.

Interviews are scheduled to take place on **Friday 2nd March 2018** in Aberdeen with shortlisted candidates being notified no later than Monday 26<sup>th</sup> February 2018.

**Notes to applicants**

Grampian Disability Sport is an equal opportunities organisation and aims to provide a discrimination-free working environment. GDS is committed to any action plan and policy in line with the Equality Act 2010, which ensures that no job applicant or employee receives less favorable treatment because of a protected characteristic.

## Candidate Specification

### Grampian Disability Sport – Project Development Manager, GOGA

Factor	Essential	Desirable
<b>Qualifications and Attainments</b>	<ul style="list-style-type: none"> <li>• Education to Degree standard or equivalent. If no formal qualification, appropriate work experience.</li> <li>• Driving Licence.</li> </ul>	<ul style="list-style-type: none"> <li>• Degree in sports studies, education, management or administration.</li> <li>• Coaching qualification.</li> </ul>
<b>Work and Other Experiences (in an employed or voluntary capacity)</b>	<ul style="list-style-type: none"> <li>• Two years' experience of project management, preferably in a community development environment. Experience of creating, implementing and evaluating development plans.</li> <li>• Knowledge of physical activity and sports programmes.</li> <li>• Experience of working in a partnership with multiple agencies.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in the voluntary sector.</li> <li>• Experience of managing volunteers.</li> <li>• Experience of working within a multi-disciplinary team.</li> <li>• Working knowledge of disability sport.</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Good organisational and administration skills.</li> <li>• Ability to build strong partnership relationships.</li> <li>• Good communication, presentation and interpersonal skills.</li> <li>• Ability to lead, influence, enthuse and motivate others.</li> <li>• Demonstrable negotiating and diplomacy skills.</li> <li>• Ability to manage budgets.</li> <li>• Marketing / publicity skills.</li> <li>• IT self-sufficient.</li> </ul>	
<b>Disposition and Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Ability to work with others, motivate, provide direction and influence.</li> <li>• Ability to demonstrate confidence, empathy, enthusiasm and initiative.</li> </ul>	
<b>Special Aptitudes</b>	<ul style="list-style-type: none"> <li>• Proven knowledge of roles and responsibilities of a governing body.</li> <li>• Ability to undertake flexible working hours.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of sourcing and generating finance.</li> <li>• Knowledge of roles and responsibilities of local authorities.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Satisfactory references received.</li> <li>• Full Protection of Vulnerable Groups (PVG) Scheme Membership.</li> </ul>	