

Career opportunity



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Senior Leisure Officer

Service:

Place, Asset & Commercialisation

Closing date:

Sunday 4th August at midnight

Salary:

£41,418 - £48,474

Interview date:

w/c 21st August

Location:

Honiton / homeworking

Position type:

Permanent

Job reference:

ED003335P

Working pattern:

Full time, with a range of flexible and hybrid working options



For a different format or language phone 01404 515616 or email jobs@eastdevon.gov.uk

Senior Leisure Officer

£41,418 - £48,474 per annum

Permanent, full time x 37 hours with a range of flexibilities including hybrid working
Honiton/Hybrid

About the role

The role will provide visible and effective leadership for the Council's leisure programme and assist the Assistant Director with managing the client relationship with LED (the Council's leisure operator). The post will also oversee the operational delivery of the Leisure & Built Facilities Strategy 2021-2031 as agreed with the Council's Leisure Strategy Delivery Forum. Alongside this provide support, guidance and advice on the delivery and implementation of the Council's Playing Pitch Strategy 2024 liaising with Sports Governing Bodies and Active Devon along with sports clubs across East Devon. This will also involve developing effective internal relationships with the Planning Policy and Development Management teams.

This post will work with the Cranbrook Delivery Team to strengthen its relationship with the Sport England Local Delivery Pilot Programme and help drive forward the outcomes of the Council's leisure options appraisal work for the future delivery of its leisure programme and funding.

About you

We are looking for someone who has a good understanding and application of Sport England programmes, asset based community development from policy to practice that delivers health and wellbeing outcomes. A sound knowledge of national and local policy issues which could affect the delivery of leisure and public health programmes. We need you to be well organised and a good communicator. You must also be able to work independently and hold a valid driving licence (reasonable adjustments may be possible according to the Equality Act), as the role involves attending meetings throughout the district.

About us

Our recent Local Government Association Peer Challenge highlighted that 'EDDC is a great place to work, with engaged staff and members' and that's certainly true! You will be part of a Gold Investors in People (IiP) organisation which works together with local people to create great value services and an outstanding community, economy and environment in which people want to live, work, visit and enjoy now, and for future generations. And with our wide range of health and wellbeing benefits, our highly flexible and collaborative hybrid Worksmart working arrangements as well as our commitment to continuous learning and development, you can be confident of joining a dedicated community of colleagues who are Happy, Healthy and Here.

For more about working for East Devon District Council, visit
<https://eastdevon.gov.uk/careers/working-at-east-devon-district-council/>

For a further conversation about this role please contact Tim Child, Assistant Director – Place Assets & Commercialisation on 07966 272342 or TChild@eastdevon.gov.uk

Closing date – Sunday 4th August 2024; Interviews - Wednesday 21st August 2024.

JOB DESCRIPTION and PERSON SPECIFICATION

This document is intended to cover the range of principal duties and areas of work relating to the post. It is the intention to ensure that you are aware of the actual and the potential range, level of duties, responsibilities and areas of operation which may be required. In addition, you may be required to perform other relevant activities commensurate with the grading of this post.

Post title and number:	Senior Leisure Officer
Service:	Place, Assets & Commercialisation
Team:	Leisure
Grade:	5
Responsible to:	Assistant Director – Place, Assets & Commercialisation
Responsible for:	Sport England LDP Cranbrook Programme Manager

Our guiding principles and values

Our guiding principles and values underpin everything we do. They set out how we will go about our day to day work. We will:

- promote equal access and inclusivity
- consult and engage with our communities
- promote the health and well-being of our residents and colleagues
- deliver quality, accessible services – a great service, first time and every time
- be open, clear and transparent
- treat others and their opinions with respect at all times
- work towards reducing our carbon footprint and enhancing our environment
operate as one council team

Service purpose:

The Place, Assets and Commercialisation Service brings together key disciplines to deliver

- a) Place-making projects across both the Council's own portfolio, as well as through working with others
- b) Asset Management - the efficient and effective management of the Council's assets ensuring both financial and non-financial performance is maximised, using assets to generate a commercial return where possible and disposing or repurposing of poorly performing assets, maintaining and investing where appropriate

We are committed to delivering a resilient economy bringing prosperity to the District, creating better communities for all and prioritising issues arising from climate change through development and investment in place-based projects and the best use of our asset base. We invest in and make optimal use of the Council's land and property

assets to achieve both transformational change and to optimise the value of our assets to the community, Council's revenues and service delivery. This has never been more important than now as we experience an increasing number of communities wishing to be more proactive in place making, the economic challenges facing the District and the pipeline of projects to support economic recovery and place making.

Our focus is on delivering investment and development in priority locations in East Devon to enhance our places and their communities. We prioritise sites, especially those in the Council's ownership, that have development potential and can offer significant economic growth and community benefit.

Job purpose:

To provide visible and effective leadership for the Council's leisure programme and assisting the Assistant Director for managing the client relationship with LED (the Council's leisure operator). To oversee the operational delivery of the Leisure & Built Facilities Strategy 2021-2031 as agreed with the Council's Leisure Strategy Delivery Forum.

To provide support, guidance and advice on the delivery and implementation of the Council's Playing Pitch Strategy 2024 liaising with Sports Governing Bodies and Active Devon along with sports clubs across East Devon. This will also involve developing effective internal relationships with the Planning Policy and Development Management teams.

This post will work with the Cranbrook Delivery Team to strengthen its relationship with the Sport England Local Delivery Pilot Programme and help drive forward the outcomes of the Council's leisure options appraisal work for the future delivery of its leisure programme and funding.

Core accountabilities:

1. Provide clear guidance and management direction to achieve the Council's priorities adopted within the Leisure & Built Facilities Strategy 2021-2031 including the development and operational delivery of its Delivery Plan.
2. In consultation with internal services and key partner agencies the postholder is responsible for producing proposals and action plans for the delivery of the Leisure Strategy Delivery Plan including reports to the Leisure Strategy Delivery Forum; implementing, monitoring and reviewing these arrangements and developing initiatives and providing advice to improve further the effectiveness of service delivery.
3. Working with the Assistant Director to manage the contract with LED the Council's leisure provider to ensure the Council's strategic and corporate objectives for health and wellbeing, climate change and community outreach are being provided in the management agreement.
4. Contribute in a visible and proactive approach to assist the Council with the delivery of the Cranbrook ambitions within the Sport England Local Delivery pilot. This will include supporting the Cranbrook programme manager and attending relevant committee meetings, Local Delivery Pilot meetings, community events and briefing sessions.

5. Working with key partners including the Sports Governing Bodies, Active Devon and East Devon's sports clubs provide strategic advice and support for the delivery of the Council's Playing Pitch Strategy 2024 to assist in finding solutions for new sports pitches in priority areas. Working with the Planning and Estates teams to identify sites and potential Community Infrastructure Funding to help deliver new sites..
6. Working with the Sports Governing Bodies, Active Devon and Sport England identify and assist with the development of funding applications to help deliver the Council's priorities for physical health and wellbeing in its communities.
7. Responsible for the budget management of grant programmes from Sport England including the issuing of invoices, allocation of income to cost centres, over-seeing audit checks and ensuring that associated administration is conducted properly.
8. Responsible for the collation, analysis, interpretation and reporting of agreed KPIs for the Council's performance management reporting on leisure outcomes and reporting to the Leisure Strategy Delivery Forum on their progress.
9. Ensuring appropriate and regular liaison and collaboration with a wide range of other agencies and their strategies as part of a multi-disciplinary approach to physical activity and health and wellbeing including Public Health, Sport England, National Sports Bodies, Devon Health & Wellbeing Board, Active Devon Board, and other Local Authorities
10. Provide effective leadership and strong performance management of the leisure team. Be accountable for staff related matters within the team by ensuring that Human Resource policies are implemented appropriately including performance management, learning and development, absence, discipline and grievance issues.
11. Encourage a learning culture and positively manage the training and development of the Leisure Team.
12. Manage the financial monitoring and performance of budgets and resources effectively and in accordance with the Council's Financial Regulations. Ensure that the service operates within agreed financial criteria and achieves best value in procurement and tender exercises.
13. Be part of or lead multi-disciplinary and corporate teams as needed to identify and make improvements to service delivery and performance.
14. Make sure that the Leisure Team offers a customer focused service using systems thinking principles.
15. Support the Council's approach to equalities and diversity ensuring that our services and policies identify, address and promote the needs of our diverse community. This includes the need for safety of children and other vulnerable people.
16. Take personal responsibility for the relevant aspects of the Council's Health and Safety Policy.

17. Ensure awareness and compliance with the Council's policies, Code of Conduct and Constitution.

18. Evaluate and assist in managing risk within the service.

PERSON SPECIFICATION – Senior Leisure Officer

Category	Requirements	Essential/ Desirable (E/D)	Method of Assessment
Education/training	<ul style="list-style-type: none"> ▪ Degree or equivalent in Public Health, Health Promotion, Health Policy, Health economics/statistics, Sports and Leisure Management, Sports Science, Community Development or similar 	E	Application form
	<ul style="list-style-type: none"> ▪ Project Management qualification or comparable in project management training/experience 	D	Application form
Knowledge	<ul style="list-style-type: none"> ▪ Good understanding and application of Sport England programmes, insights and evaluation methodologies 	E	Application form/interview
	<ul style="list-style-type: none"> ▪ Asset Based Community Development from policy to practice that delivers health and wellbeing outcomes 	D	Application form/interview
	<ul style="list-style-type: none"> ▪ Knowledge of national and local policy issues which could affect the delivery of leisure and public health programmes. 	E	Application form/interview
Skills and abilities	<ul style="list-style-type: none"> ▪ Excellent written and oral communication skills with ability to provide a wide range of information, data and advice to decision makers in report format (e.g. senior managers, external partners and Members). 	E	Interview
	<ul style="list-style-type: none"> ▪ Excellent presentation skills, with the ability to present to a variety of audiences including public meetings. 	D	Interview
	<ul style="list-style-type: none"> ▪ Excellent analytical, organisational and forward planning skills, with the ability to develop programme plans for the Council and partners over the medium term. 	E	Interview
	<ul style="list-style-type: none"> ▪ Good IT skills, including Microsoft Office, similar applications and the ability to manage databases. 	E	Application form
EDDC behaviours	<ul style="list-style-type: none"> ▪ Communicates relevant information regularly and effectively; summarises complex information to make it understandable and check for understanding 	E	Interview

	<ul style="list-style-type: none"> ▪ Understands who our customers are and what matters to them; thinks about the work with improvement in mind ▪ Listens carefully to others showing respect and valuing their input; manages reactions to situations professionally and calmly ▪ Plans own time and workload to meet objectives; uses initiative to solve problems and inform others when aware of potential issues ▪ Works together with colleagues and customers; takes the time to build effective working relationships; encourages working together for the benefit of customers ▪ Respects colleagues, partners, members and customers and treats people according to their needs; recognise good performance in others and take time to thank and praise colleagues 	E	Interview
		E	Interview
		E	Interview
		E	Interview
		E	Interview
Successful experience in	<ul style="list-style-type: none"> ▪ Understanding the role and function of Sport England, National Sports Bodies and facilitating their strategic programmes in local policy, projects and delivery ▪ Understanding Community Development approaches and implementing them in particular those that are asset based ▪ The ability to understand, plan and manage budgets. ▪ Applying for and successfully drawing down funds from national bodies ▪ Practical experience in programme and project planning and delivery 	E	Application form/interview
		D	Application form/interview
		E	Application form/interview
		D	Application form/interview
		E	Application form/interview
Special requirements & employee screening checks required for successful applicant	<ul style="list-style-type: none"> ▪ A valid driving licence and own car are essential (reasonable adjustments may be possible according to the Equality Act). ▪ Right to work in the UK ▪ Check of qualifications essential to the Job 	E	Interview/ driving licence check
		E	Identity Check
		E	Original Certificates

	<ul style="list-style-type: none"> ▪ References ▪ Basic Disclosure Certificate 	E	Reference enquiries
		E	Criminal Record Check

East Devon District Council is committed to providing access, aids, adaptations and alternatives wherever possible and reasonable adjustments to enable disabled people to fulfill the criteria for, and undertake the duties of its jobs.

RISK ASSESSMENT PROFILE

JOB TITLE: Senior Leisure Officer

POST NO's: TBC

SERVICE: TBC

This role has been assessed for risk and the following table highlights the demands of the role and the level of risk that may be prevalent in the job when carrying out normal day to day activities. The following key has been used to provide a guide.

Level 1	Seldom or never	Level 4	Regular (2-3 times per week)
Level 2	Occasionally (once a month)	Level 5	Daily
Level 3	Fairly regularly (1 per week)		

Potential Risks / Hazards / Exposures	Level of Frequency
Computer Use	5
Driving (Car)	4
Driving (HGV / LGV)	1
Driving Workplace Transport (FLT, Excavators, Dumpers, Loaders)	1
Prolonged sitting / standing	4
Exertion (other than lifting)	1
Lifting	1
Manual handling / repetitive movement (bending, twisting, reaching)	1
Customer contact / Working with the public	3
Face to face contact with abusive customers	1
Lone working	1
¹ Night working (3 hours or more between 11pm and 6am)	1
Shift working (rotational)	1
Use of chemical and/or skin irritants	1
² Head phone use / auditory performance / noise	4
³ Hand arm and/or use of machinery vibration / noise	1
Outside working / inclement weather / sun	2
Working at height:	1

¹ Any posts identified in levels 2-5 be eligible for a night worker health assessments (baseline and review)

² Any post identified in levels 2-5 will require a hearing test if decibel levels are above 80 (for further guidance check with the H&S Officer)

³ Any post identified in levels 2-5 will require a hand arm vibration screening test

short durations (step ladders / other access equipment) roofs / scaffolds / mobile elevating work platforms	
Working in confined spaces	1
Bodily fluids	1
Infectious diseases	1
Asbestos	1
⁴ Dust / fumes / vapours	1
Working with animals	1
Other – Specify	

The document was completed/reviewed by Assostant Director – Countryside & Leisure on 14/05/2024

⁴ Any post identified in levels 3-5 will require low key health surveillance (refer to COSHH Assessment and check with H&S Officer / Human Resources for further guidance from Occupational Health)