



• Maximising the power of sport to change lives •

JOB DESCRIPTION

Job Title: Performance Sport Developer – Sport System

Grade: Staff Officer (SO)

Salary Scale: £32,880 - £34,011

Department: Performance Programmes

Location: House of Sport, Belfast

Responsible to: Performance Programmes Manager

Duration: Permanent

Organisational background:

Sport NI is the lead development public body for sport and physical recreation in Northern Ireland. We are established under the Recreation and Youth Service Order 1986 for the furtherance of sport and physical recreation in Northern Ireland. We develop all aspects of sport and physical recreation, from active participation to Olympic and Paralympic levels.

Sport NI is primarily funded by grant in aid from the Department for Communities and the National Lottery.

Our mission statement is:

We are passionate about maximising the power of sport to change lives

Our DNA

Sport NI's values are excellence, integrity, collaboration and learning. Sport NI seeks an individual who shares and exemplifies our values and associated behaviours in their daily work.

Overall purpose of job:

To be a key member of the Performance Programmes team developing performance sport through Sport NI's investment. The post holder will play a key role in building relationships and managing engagement within performance sport. Acting as the lead for Sport NI's engagement/partnerships within performance sport.

The role will work in support of the Performance Programme Manager, contributing to Sport NI's strategic performance objectives within the Sporting System. Exact responsibilities will vary according to their functional area, but tasks will include (and are not limited to):

- Advisory Services
- Project Management
- Data Analysis

Individual objectives will be agreed with line managers on an annual basis as part of the management process.

Duties and Responsibilities:

Advisory Services (Supporting the Sport System)

- To help sports understand Sport NI Strategy and Business Plans, and how Sport NI can help and support them in the overall development of the Sports System.
- Use innovative design and research approaches to bring best practice interventions to partners in the NI sport system.
- To advise and support sports. Key areas of advice will include:
 - Development of Performance programmes
 - High Performance and Performance Pathway Development
 - Integration of Sports Institute Services

Project Management

- Plan, manage, and monitor projects against timescales, costs, dependencies, outputs and performance targets/ deliverables.
- Act as project lead for a range of sports.
- Maintain up-to-date and accurate records and reports for projects.
- Ensure compliance with all Sport NI governance controls, policies and procedures.

Data Analysis

- To develop and maintain effective systems for gathering, analysing and reviewing information for on-going monitoring.
- To analyse data effectively and other information in order to produce effective reports and written answers to queries.

Corporate Management and Line Management

- To assist in the effective management of resources, ensuring work completed aligns to Business and Corporate Plan objectives.
- To carry out any other duties that, from time to time, may reasonably be undertaken in the pursuit of the post's overall objectives, undertaking duties of the post with regard to Sport NI's DNA (Values).

This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of the changing needs of the organisation.