



• Maximising the power of sport to change lives •

JOB DESCRIPTION

Job Title: People Developer

Grade: Staff Officer

Salary Scale: £34,524-£35,712

Department: People Development

Location: House of Sport, Belfast

Responsible to: People Development 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:

Developing a coordinated approach to People Development across all levels of sport, including coaching, officiating, sports administration, and sports development practitioners. To be a key member of the People Development team managing Sport NI's investment (including finance, human resource and support services) into sport. Playing a key role in managing engagement with sports organisations and monitoring performance against agreed strategic targets.

The Staff Officer role will work in support of the People Development Manager contributing to Sport NI's strategic objectives within the Sporting System. This role will have responsibility for the delivery of the teams' objectives in respect of under-representation in the sporting workforce (coaches, officials, sports administrators and sport development practitioners).

People Developers' will focus on areas of work including (but not limited to):

- People Development Plan / Framework
- Develop, design and facilitate learning for the sporting workforce.
- People Development Programmes / Initiatives
- Digital Hub / Online Learning
- Governing Body Workforce Support
- Under-Represented Groups
- Networks & Forums
- Trends & Innovations
- Pathway & High-Performance Partnerships
- Share Insight & Maximise Opportunities
- Engage with external partners.

Duties and Responsibilities:

People Development (Supporting the Sport System)

- The development of People Development related frameworks, principles, policy and insight.
- The design, delivery, facilitation and review of learning and development interactions for various elements of the sporting workforce in Northern Ireland including coaches, officials, sports administrators, and sports development practitioners.
- The provision of individual and in-situ mentoring and/or Coach Developer support for coaches and other sports system professionals.
- The development of Sport Northern Ireland's, and the wider sport sectors, digital learning capabilities to support online learning for coaches, officials, sports administrators and sport development practitioners.
- Develop and deliver initiatives to support the wellbeing, diversity, engagement, retention and recognition of the sporting workforce, including coaches, officials, sports administrators and sport development practitioners.
- Progress people development in sport through strong partnership working alongside sports organisations, Home Country Sports Councils, UK Sport, Sport Ireland, UK Coaching, and CIMSPA.
- Work alongside colleagues from other Sport Northern Ireland teams, providing People Development input, advice and guidance to support projects and programmes.

Project Management

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

Data Analysis

- Work with colleagues to analyse information and draw conclusions. To monitor and produce reports on data analytics and evaluate projects in order to inform strategic decision making.
- To develop and maintain effective systems in partnership with stakeholders for gathering, analysing and reviewing information tracking effectiveness of interventions.

Corporate Management and Line Management

- To assist in the effective management of resources, ensuring work completed aligns to Business and Corporate Plan objectives and is of a high quality, delivered on time and within budget.
- Manage individual and team performance, and to ensure compliance with all Sport NI's policies and procedures. This includes effective monitoring, reporting and evaluation of all projects and programmes for which the post holder has a responsibility.
- 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 changing needs of the organisation.