

# Positive Futures Development Officer

**Grade 6: £24,719 - £28,311**

## **3 x Full- time Posts**

(Employee benefits include access to local government pension scheme, competitive annual leave entitlement, flexi time and agile working, employee health and fitness membership, and discounted food and beverage in Newport Live facilities for all our employees)

Newport Live is an award winning not for profit sport, leisure, arts, and cultural trust; a registered UK Charity with an excellent track record for delivering innovative engagement programmes and providing services to our communities that *'inspire people to be happier and healthier'*.

We are excited to be advertising new positions in our forward-thinking Community Sport & Wellbeing team, where we have recently refreshed several roles in line with our ambitious development plans, including those in our Positive Futures programme. The work of the team and the projects and interventions they deliver is highly regarded locally, regionally, and nationally by a wide range of sporting and non-sporting partners. [Click here](#) to get a better insight into the Community Sport & Wellbeing team, and some of the Positive Futures work!

We are looking for highly organised and enthusiastic individuals, who are passionate about working with children and young people, and who can demonstrate their knowledge and experience in youth engagement, community sport, education, and/or wellbeing, as part of the Positive Futures programme across Newport and Gwent.

The role is varied and exciting, and will regularly engage children, young people, families, and underrepresented groups in a fast-paced, collaborative working environment. You will deliver sport for development projects in communities and targeted settings in Newport, coordinate projects in a consistent child centred approach, being appreciative of the additional needs and barriers many of the children and young people we support are facing, and you will also represent the team within multi agency meetings working collaboratively with a wide range of sporting and non-sporting partners.

The post is fixed term until 31<sup>st</sup> March 2023 (predominantly funded our long term partnership with the Office of the Police & Crime Commissioner for Gwent and other sources), with possible extensions subject to further grant agreements. The role is 37 hours per week with some flexibility, mainly Monday to Friday, but it will include evening, and some weekend work. You would be based at one of our facilities with the agility to work across Newport's communities leading and supporting a wide range of exciting projects, interventions, and events.

The post is exempt from the Rehabilitation of Offenders Act (1974) and is subject to a successful Disclosing and Barring Service (DBS) check.

If you are an experienced development professional, with the right values, looking for an exciting career opportunity - then you could well be what we are looking for and we'd love to hear from you! For an informal discussion about the role, please contact [lucy.donovan@newportlive.co.uk](mailto:lucy.donovan@newportlive.co.uk) Positive Futures Development Manager, or via Customer Services on 01633 656757.

**Application Process** - You can download an application form and job description via the Newport Live website [www.newportlive.co.uk](http://www.newportlive.co.uk) alternatively they are available via e-mail request from [jobs@newportlive.co.uk](mailto:jobs@newportlive.co.uk)

Please return the completed application forms to [jobs@newportlive.co.uk](mailto:jobs@newportlive.co.uk)  
[www.newportlive.co.uk](http://www.newportlive.co.uk)  
April 2022

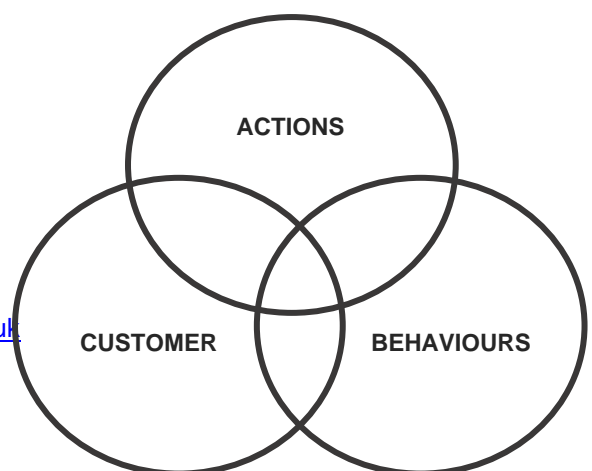
## JOB DESCRIPTION

<b>POST:</b>	<b>POSITIVE FUTURES DEVELOPMENT OFFICER</b>
<b>JOB PURPOSE:</b>	To coordinate, facilitate, and deliver operational activities, projects, and intervention work of the Positive Futures programme across Newport, assisting the Positive Futures Development Manager and the Community Sport & Wellbeing Team in Newport Live, whilst working proactively with a wide range of partners and our communities, on behalf of children, young people, families, and adults.
<b>RESPONSIBLE TO:</b>	Positive Futures Development Manager
<b>SALARY:</b>	Grade 6 (SCP 25-29 £24,719 - £28,311)
<b>KEY RELATIONSHIPS:</b>	A wide range of local delivery and strategic partners (e.g. Newport City Council Preventions, Youth Service, Youth Justice, Education teams and services), Community Safety partners (e.g. Gwent Police, SWFRS, Registered Social Landlords), Sport Wales, Alliance of Sport, Active Communities Network, StreetGames, and various third sector organisations. The Community Sport & Wellbeing Team, Newport Live colleagues, the community, children, young people, families, and adults.
<b>BASE LOCATION:</b>	Newport International Sports Village - requiring the ability to travel to all Newport Live facilities, and communities or venues locally and regionally. Flexible working from home or other locations supported.
<b>WORKING HOURS / PATTERN:</b>	37 hours per week – on a regular basis the postholder will be required to work flexibly and this will include unsociable hours including evenings and weekends.
<b>MANAGEMENT RESPONSIBILITY:</b>	Development Workers, Community Sports Coaches, Wellbeing Coaches, and Young Ambassadors/Volunteers.

### I will be successful in my role when:

- All my key operational responsibilities are consistently delivered to a high standard.
- I achieve all key performance indicators specific to my role.
- I role model the behavioural values of Newport Live through my performance.
- I work collaboratively across departments and service areas to deliver exceptional customer service to Newport Live's customers.
- Through my performance and passion, I inspire people to be happier and healthier.

### HOW MY PERFORMANCE IS MEASURED



**DISCLOSURE AND BARRING:**

*This post may result in you having contact with children, the elderly, sick or disabled. Newport Live, therefore, requires that by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, the Children's Act 1989 and/or the Police Act 1997, you reveal any criminal convictions, bind over orders or cautions, including those this would normally be regarded as spent. You must complete the relevant section on the application form, applications will be returned if this section is incomplete. If successful in your application, you will be subject to a disclosure and barring check.*

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## KEY RESPONSIBILITIES:

- 1 Coordinate, facilitate and deliver operational activities, engagements, and interventions across Newport, that will deliver high quality community safety related sport, social inclusion and youth justice projects and innovative solutions, using sport as a tool for engaging children, young people, adults/families, and underrepresented groups.
- 2 Provide supervisory and line management support to Positive Futures Development Workers, Community Sports Coaches, and Volunteers; ensuring Newport Live's vision, mission and values are understood.
- 3 Recruit, support, develop, and train volunteers, coaches, workers, and apprentices or FE/HE placements, to assist in the delivery of programmes, projects, and interventions.
- 4 Be open to working positively with new and existing partners, and sporting and non-sporting organisations locally, regionally, and nationally that could add value to the Positive Futures programme, demonstrate social value, and the value of community sport and wellbeing on children and young people's lives.
- 5 Coordinate, facilitate and deliver Positive Futures programmes, projects, and interventions in communities, providing sound knowledge and experience on aspects of community safety, youth justice, youth engagement, community development, community cohesion, and social inclusion 'sport for development' principles.
- 6 Operationally lead, coordinate, and deliver a seamless referral pathway for activities, engagements, and interventions that support individual children and young people, and their families, promoting social and emotional wellbeing, improving aspirations, behaviour, and reducing involvement in anti-social behaviour or risks of exploitation; referred by community safety partners.
- 7 Operationally lead, coordinate, and deliver targeted early intervention groups to children and young people, who have been identified through partners as needing additional support, providing workshops addressing social issues participants are facing in their communities; using sport and physical activity as a tool to engage and inspire.
- 8 Operationally lead, coordinate, and deliver a range of attractive open access diversionary sport and youth engagement activities and events in the evenings, after-school, and during holiday periods. Sessions are delivered to build effective relationships with young people, to help improve community cohesion and social inclusion, working collaboratively with community safety partners in areas of high deprivation, crime, and anti-social behaviour.
- 9 Operationally lead on the capture of data, evidence, and progressions of participants for the reporting of social value and participation to key funders and partners, supporting the Positive futures Development Manager with reports, case studies, and strong robust outcomes.
- 10 Operationally support the implementation and coordination of robust 'session overviews' with Positive Futures staff, reviewing weekly sessions, groups, and referrals alongside intelligence from community safety partners to ensure youth engagement activities and opportunities are safe, expertly communicated, and all risk assessments updated accordingly to manage increases in risk where appropriate and relevant.
- 11 Work collaboratively and supportively with colleagues across the Community Sport & Wellbeing team, wider organisation, and with our external partners; creating positive relationships, demonstrating excellent communication skills, and acting professionally at all times.
- 12 Support with the monitoring of budgets, financial planning, and associated income and expenditure of grant and contracts related to projects and interventions you coordinate, as agreed by the Positive Futures Development Manager; keeping associated financial records, following financial processes,

and effectively using Newport Live's financial systems, policies, and regulations supported and guided by Newport Live's Finance & Resources Team.

- 13** Support the Positive Futures Development Manager, and other programme managers and colleagues, in supervising and leading with integrity, supporting a high-performance culture, and in maintaining a trusting, inclusive, and productive environment for all employees.
- 14** Operationally provide and monitor robust data capture methodologies to deliver participation and programme performance data for community sport and physical activity related programmes, projects and interventions (e.g. Positive Futures) within the Community Sport and Wellbeing Team, ensuring strong outcomes and evidence are reported.
- 15** Operationally lead the delivery and coordination of safe and inspirational Positive Futures programmes, projects, and interventions, including safely supporting referrals, the safety of staff, utilising risk assessments, and best practice Health & Safety guidance as per Newport Live policies, processes, and procedures.
- 16** Work to all Safeguarding and Health and Safety policies and plans, with direction from the Positive Futures Development Manager, ensuring the operational delivery of programmes, projects, interventions, and staff are safe.
- 17** Take ownership of personal performance and development, completing all training programmes and opportunities required and identified to complete your role, including attendance at external training programmes as agreed with the Positive Futures Development Manager.
- 18** Be an ambassador for the Newport Live Brand, representing the Community Sport & Wellbeing team and organisation in dealings with all internal & external stakeholders; managing the collective expectations, queries and objections of Newport Live colleagues and undertaking any other duties, commensurate with the grade and of this post as directed by the Positive Futures Development Manager, and Head of Community Sport & Wellbeing.

*The person undertaking this role is expected to work within the policies, ethos and aims of Newport Live and to carry out such other duties as may reasonably be assigned by the Chief Executive of Newport Live. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed. The post holder will work to deliver agreed performance objectives; these will be reviewed on a regular and formal basis through Newport Live performance management processes.*

## POSITIVE FUTURES DEVELOPMENT OFFICER

### PERSON SPECIFICATION

Area	Essential	Desirable
<b>Qualifications</b>	<p>1.1 Educated to degree level, or 3 years' experience in a Community Sports Development, Sport for Development, Youth and Community, or Physical Activity Development related role(s) (A,I)</p>	<p>1.2 Sport and Physical Activity, or Health and Wellbeing, or Youth and Community related degree, or Leisure and Recreation Management qualification (A)</p> <p>1.3 ILM Leadership and Management (Level 4/5) (A,I)</p> <p>1.4 National Governing Body (NGB) Level 1 /2 coaching qualification, 1<sup>st</sup> 4 Sport Level 2 Certificate in Coaching (sport and physical activity), or Youth and Community accredited qualification (A,I)</p> <p>1.5 Sports Leaders UK Tutoring Qualification, Award in Education &amp; Training (AET, formerly PTLLS), or equivalent (A,I)</p> <p>1.6 First Aid Qualification (A,I)</p>
<b>Knowledge, Skills &amp; Competencies</b>	<p>2.1 Knowledge of community sport, sport for development, youth engagement, and community safety; and the benefits of using sport as a tool to engage and inspire children and young people (A,I)</p> <p>2.2 Knowledge of the sports development continuum and its application in a community sport environment, along with the principles and practices of sports coaching, leadership, and its value to individuals, the community, and the voluntary sector (A,I)</p> <p>2.3 The ability to lead, coordinate, and deliver sport and physical activity sessions, and or youth engagement sessions that are inclusive to all (A, I)</p> <p>2.4 Knowledge of monitoring and evaluation / administration</p>	<p>2.6 Understanding of the motivation of children and young people, family and community circumstances, and adverse childhood experiences (A, I)</p> <p>2.7 Ability to persuade partners organisations of the value and impact of community sport, sport for development, health and wellbeing, and sport and physical activity upon people's lives (A,I)</p> <p>2.8 Able to utilise digital technology to capture, monitor, and evaluate participant data and outcomes (A,I)</p> <p>2.9 Knowledge of Social Inclusion, Anti-Poverty, Community Safety, Health and Wellbeing, Education, and Equality and Inclusion strategic agendas, programmes and initiatives (A,I)</p>

	<p>procedures and systems required to coordinate and lead projects. (A,I)</p> <p>2.5 Knowledge and understanding of health &amp; safety, safeguarding, and first aid in relation to the delivery of projects, activities, and interventions; with the ability to follow best practice, policies, procedures, and training. (A,I)</p>	<p>2.10 Ability to communicate effectively using the Welsh Language (A)</p>
<b>Experience</b>	<p>3.1 Experience of leading, coordinating, and delivering community sport, community safety, physical activity and wellbeing projects, interventions, and activities in partnership (A,I)</p> <p>3.2 At least 3 years' experience working in sport, physical activity, and/ or youth and community environments including delivering programmes, large events and innovative approaches to engaging children, young people and communities to improve their lives (A,I)</p> <p>3.3 Able to demonstrate experience of working with children, young people and families within sporting, physical activity, health and wellbeing, youth engagement, education, and/or community safety environments (A,I)</p> <p>3.4 Experience of identifying, recruiting, training, deploying, and mentoring of community sports coaches, volunteers and/or young ambassadors (A,I)</p> <p>3.5 Experience of monitoring and evaluation, data collection and analysis for reports (A,I)</p>	<p>3.6 Experience of supervising, line management, mentoring, and supporting development workers, community sports coaches, and volunteers (A,I)</p> <p>3.7 Experience of managing a financial budget and monitoring procedures of income and expenditure (A,I)</p> <p>3.8 Experience of successfully accessing funding opportunities (A,I)</p> <p>3.9 Experience of producing reports for management, partners, and/or funders that demonstrate outcomes (A,I)</p>
<b>Personal Attributes</b>	<p>4.1 Passionate about the value of sport, physical activity, youth engagement, and its impact on the wellbeing of individuals and differing communities (A,I)</p> <p>4.2 Ability to work on own and under pressure, being intrinsically motivated (I)</p> <p>4.3 Excellent organisational, interpersonal, negotiation, and communication skills (I)</p>	<p>4.7 To possess a young person first approach to the development of programmes (I)</p>



	<p>4.4 Ability to balance a busy and varied workload, prioritising effectively (A)</p> <p>4.5 Ability to uphold and live by Newport Live's vision and values (I)</p> <p>4.6 The ability to work regular, evenings, weekends (A)</p>	
<b>Other</b>	<p>5.1 Possess a current driving licence, use of own vehicle, and the ability to travel widely locally, regionally, and nationally (I)</p> <p>5.2 Commitment to undertake further training (I)</p>	<p>5.3 Able to deliver training and education programmes for pupils, families, community members, and to voluntary sector groups to improve health and wellbeing knowledge and understanding within community environments (I)</p>

**Method of assessment (\* M.O.A.)**

A: Application form (including shortlisting)

C: Certificate

E: Exercise

I: Interview

P: Presentation

T: Test

AC: Assessment Centre