

Charity No: NIC103693 Company No: NI062326

**JOB DESCRIPTION:**

Community Sport Network

Sport for Development Facilitator

**Post Title:** Community Sport Network – Sport for Development Facilitator

**Hours:** Full Time (37 hours) for an initial two-year period.

**Pay Scale:** £24,313 per annum

**Overview:**

The Sport for Development Facilitator will play a pivotal role in implementing Community Sports Network’s (CSN) strategic vision of using sport to enhance community infrastructure, provide training opportunities, improve health and employment outcomes, and foster personal development and community relations.

**Accountable to:** Sport for Development Manager

**Responsible for:** Delivery and coordination of sport for development programmes and company initiatives.

**Standard of Performance:**

The post holder will be expected to achieve agreed targets, reviewed regularly through supervision and check-in meetings with their line manager.

**Main Areas of Responsibility**

1. **Programme Delivery:**
	* Lead on specific sport-for-development projects, programmes, and thematic initiatives.
	* Agree on key performance indicators (KPIs) and provide reports to CSN’s Senior Management Team (SMT).
	* Deliver programmes across various settings, including schools, community groups, senior groups and Department of Justice facilities, ensuring inclusive access to sport for development initiatives.
2. **Administrative Responsibilities:**
	* Maintain operational systems, including work calendars and travel expense records.
	* Ensure accurate monitoring and evaluation of programmes through online surveys, statistical reporting, and other tools.
3. **Partnership Development:**
	* Develop and sustain a network of key partners and stakeholders.
4. **Promotion and Marketing:**
	* Support the marketing and promotion of CSN’s sport-for-development work.
5. **Additional Duties:**
	* Carry out other tasks related to sport-for-development as identified by the CEO and aligned with CSN’s overall development goals.
6. **General Responsibilities**
	* Comply with and actively promote CSN policies and procedures, including Equal Opportunities, Health and Safety, and safeguarding children and vulnerable adults.
	* Respond to general programme inquiries and maintain knowledge of CSN and partner agency programmes.
	* Represent CSN at events as required.

**Job Specification: Sport for Development Facilitator**

**Qualifications and Attainments**

**Essential Criteria:**

* A recognised National Governing Body Level 2 qualification.
* Minimum of one other related qualification. For example, other sports coaching qualifications, youth work qualifications, tutor qualifications.
* Hold Full UK Driving License and access to own transport.

**Desirable Criteria:**

* Additional sports coaching, physical activity, or a related field qualification(s).
* Qualifications or experience in programme monitoring and evaluation.
* First Aid and Safeguarding training (can be completed within one month of employment if not already held).

**Relevant Experience**

**Essential Criteria:**

* At least 12 months of experience delivering sport or physical activity programmes in education, sports development, club, or community settings (paid or voluntary).
* Experience adapting programmes to meet diverse needs and engaging underrepresented groups.
* Demonstrated ability to use a creative and flexible coaching approach to promote participation.

**Desirable Criteria:**

* Experience working with voluntary sports clubs, volunteers, or officials.
* Experience planning, delivering, and monitoring sport and physical activity programmes.

**Technical & Communication Skills**

**Essential:**

* Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other office productivity tools.
* Experience using online meeting and communication platforms (e.g., Zoom, Teams).
* Excellent written and verbal communication skills.
* Strong interpersonal skills with the ability to work collaboratively with senior management, trustees, and colleagues.

**DISCLOSURE:**

**Please note that a criminal record will not automatically bar you from obtaining a position in Community Sports Network.**

**The Access NI Code of Practice can be viewed through the following link**[**https://www.nidirect.gov.uk/publications/accessni-code-practice**](https://www.nidirect.gov.uk/publications/accessni-code-practice)

**As per the Access NI Code of Practice CSN has a policy on the Secure Handing, Use, Storage and Retention of Disclosure information.**

Before you begin working with us you will be required to complete an Enhanced Access NI check.