**Job Title:** Gymnastics Development Officer

**Salary Band**: Band 1 (23,500 - £26,000)

**Contract Type:**  Full time (37.5 hours) Maternity Cover up to 12 months

**Unit:** Development Team

**Location:** Depending on position - to be clarified with each officer

**Reporting to:**  Development Manager

**Role Summary**

The overall purpose of this role is to sustain and grow the gymnastics community in Wales. The role holder will work closely with clubs and partners to identify development opportunities to deliver positive gymnastics experiences for all. It will also work to address the latent demand within the area and ensuring more places and people are accessible. The officer will be an active presence within the community ensuring a safe environment where safeguarding and inclusive practices are experienced. There will be a minimum expectation of visits to community members and partners. Weekend and evening work will also be required.

**Main Areas of responsibilities**

1. **Develop and support the gymnastics environments across your nominated area of Wales.**

* Work with community leaders to ensure they are positive and safe and provide enjoyable opportunities.
* Develop community-based training opportunities through supporting club programming, workforce development, increased funding opportunities and facility development.
* Encourage clubs to access education and support to ensure strong governance, inclusivity, and the effective running of clubs.
* Have an active presence within the gymnastics community and liaise with other members of the WG staff; education, performance and safeguarding, to ensure clubs access the appropriate support at the appropriate time.
* Support any legacy programmes, following significant events such as the Olympic and Commonwealth Games, and sustain the high profile of WG through effective communication.
* Support a vibrant competition structure for participation gymnasts within school, leisure and club settings.
* Promote Rise, the participation resource, across all partners.
* Support and administer WG systems such as Sport80, Globocol and Vibrant Nations
* Responsible for ensuring all clubs complete annual Safe Environment requirements
* Actively contribute to the delivery and implementation of the Safeguarding and Wellbeing Plan

1. **Identify areas of growth and facilitate new and existing partnerships to answer the latent demand within the area.**

* Conduct a full audit of gymnastics’ communities within the area, to identify the growth potential of clubs, leisure and schools, and implement a pan area delivery plan.
* Create strong partnerships with leisure providers, schools and other community partners, to enhance and grow the participation provision in the community.
* Identify opportunities within the area where there is currently no gymnastics’ provision and work to grow sustainable gymnastics.
* Lead clubs to be inclusive and offer diverse gymnastics’ provision and encourage delivery of outreach work with hard-to-reach groups.

1. **The role holder will also lead the team in an area of work and become a subject expert in one or more of the following areas:**

* Equality, Diversity and Inclusion.
* GFA Competitions and Participation Products.
* Business Development.
* Safe Environments.
* Governance.

1. **Compliance**

* The role holder has a responsibility to ensure they comply with WG policy in relation to safeguarding, health & safety, data protection and equality, and highlight any known issues within the organisation and with associated partners.
* All appropriate duties within the scope of the role.

**Role Requirements**

**Knowledge, Skills**

* Good administrative skills
* Good time management skills to ensure delivery against set goals.
* Strong communication skills, both verbal and written.
* Data analysis skills.
* Strong collaboration skills, to work well with others.
* Persuasion and influencing skills.
* Good IT skills, with a good grasp of Word, Excel and Powerpoint.
* Basic finance skills to ensure good record keeping.
* A basic knowledge of governance and equality, diversity and inclusion.

#### **Experience**

* Experience of working in sport development.
* Good experience of working in a team.

**Additional requirements**

* Car driver, with own vehicle.
* Ability to work evenings and weekends.
* An enhanced with Barring list check to be completed every 3 years