



About AoC Sport

AoC Sport is the lead membership organisation for college sport and physical activity and is an Association of Colleges (AoC) subsidiary company.

AoC Sport encourages and supports every student to participate in sport and physical activity as an integrated part of their college experience. Offering a range of specialist advice, training and events, AoC Sport champions a whole-organisation, cross-curricular approach to physical activity, which results in dynamic college communities, healthy students and an economic boost to the bottom line.

AoC Sport was formed following the merger of British Colleges Sport (BCS), the English Colleges Football Association (ECFA) and the Association of Colleges (AoC) sport policy team in August 2014. The ECFA brand was retained and now represents AoC Sport's football delivery arm as part of the long-term successful partnership with The Football Association.

The Association of Colleges (AoC) exists to represent and promote the interests of colleges and provide members with professional support services. As such, we aim to be the authoritative voice of colleges – based on credible analysis, research, advocacy and consultation with colleges – and the first-choice destination for guidance and advice for members. AoC was established in 1996 by colleges themselves as a voice for further education and higher education delivered in colleges at national and regional level.

Our membership includes General and Specialist Further Education Colleges and Sixth Form Colleges in England, and we work with other College associations via the UK Council of Colleges AoC's structure includes a busy national office in London, an active network of regional offices and a wide range of member networks, through which staff and Governors inform and shape AoC policy and activity.

JOB DESCRIPTION

Job Title: Sport Development Officer (SE)

Job Purpose: To lead on development of high-quality competition and development opportunities in the South East region. To manage the delivery and implementation of the Regional Tournaments, Local Development Opportunities and wider AoC Sport competitions and events in this region and lead on partnerships with key organisations regionally and nationally.

Department / Directorate	AoC Sport
Business Unit	AoC Sport
Reports To	Senior Sports Development Officer (Team Leader)

Work Location	Mobile-Hybrid: this role involves regular travel and as such may have a home or office base and will be expected to travel as needed across England to events and meetings.
Role Level	Professional/Specialist
Contract Type	Permanent
People Management	Direct Reports: None Indirect Reports: None
Monetary and Risk Responsibility	Budget: Manage the allocated budget provided for Regional Tournaments and other competitions and events. Risk Management: Reputational risk. Financial risk. Health and Safety risk
External Key Contacts	AoC Sport member colleges AoC Sport associates Community Sport Partners NGBs at national and regional level Active Partnerships Higher Education Providers Sport sector organisations
Internal Key Contacts	AoC Sport Staff, AoC Regional Staff

Key Accountabilities & Responsibilities:

1. To lead on the planning, management and delivery of annual Regional Tournaments, either through direct delivery or through the management of volunteers, tournament organisers and officials (part of the AoC Sport National Championships), building effective partnerships to support events.
2. To lead on the planning, delivery, monitoring and evaluation of Local Development Opportunities to grow competition and sustain participation, ensuring they are insight led with high quality processes adopted and delivered with consistent levels of customer service.
3. Lead on the development of new and existing competition offers. Think innovatively and monitor trends in the sports sector with a view to ensuring AoC Sport's competitions are up to date and relevant for college students.
4. Lead the formation and management of all regional leagues across all sports in the region(s). alongside the competitions team when necessary. Use and regularly update AoC Sport management information systems including Salesforce, SportLoMo (or equivalent) and FA Whole Game System.

5. Act as the key point of contact for college sport staff in specified region(s). Proactively manage and influence colleges and maintain close and regular contact, whilst representing and promoting their interests.
6. Oversee the development and maintenance of productive relationships with colleges, non-colleges, Active Partnerships, NGBs and local delivery partners.
7. To work with the relevant Chairs and Vice Chairs of the Regional Network Groups to plan and deliver a minimum of three yearly meetings. Ensure effective communication regarding leagues, cups, tournaments and other opportunities including the selection and organisation of the regional team(s) for the National Championships.
8. Advise and take responsibility for the colleges that are selected to represent their regions at the National Championships, including attendance at the Championships and responsibility for AoC Sport's safeguarding practices and reporting in relation to the regional teams.
9. Support the Competition Manager & Senior Development Officer to plan the AoC Sport National Championships to ensure it is a high-quality event that provides a positive student experience.
10. To work with the Development Officer for Diversity and Inclusion to integrate colleges and students with disabilities into relevant competition and events, supporting the implementation of the Disability Development Strategy.
11. To work collaboratively with other teams in AoC Sport to ensure effective coordination of communications and implementation of programmes.
12. To contribute to research conducted by other AoC Sport teams and to gather local insight about local competition programmes in the region(s) to support planning.
13. Contribute to the improvement of competition systems and processes to ensure a high-quality customer experience.
14. To comply with Health and Safety regulations and other company policies ensuring that all incidents are reported and recorded. To include Safeguarding and Equal Opportunities.
15. To build effective working partnerships and where necessary to provide cover and support in the event of absences or other circumstances as required.
16. To carry out such duties commensurate with skills, experience and competence, that may be required from time to time to meet the needs of AoC Sport.

PERSON SPECIFICATION

The following details the essential criteria for the role and how these will be assessed/measured during the recruitment process. *Key:* A = Application; I = Interview; T = Test

Education/ Qualifications/ Professional Bodies	Assessment
GCSE English GCSE grade C and above, or equivalent	A
Knowledge, skills, ability and experience	
An understanding of the Further Education Sector and its position in the sporting landscape	I/T
Knowledge of sport and activity delivered in colleges, particularly AoC Sport programmes and sports specific development projects in colleges	I/T
Previous experience of working within a sports development or sport event organisation environment	A/I
Computer confident, proactive and enjoys learning new IT systems, intermediate/basic/advanced skills using Microsoft Word, Outlook, Excel, PowerPoint	A/I
High level of personal organisation and capacity to self-manage associated administration	I
Demonstrates ability to work productively under pressure maintaining a positive outlook at work	I
Ability to communicate clearly and concisely with a wide range of people and in a variety of formats and styles	I
Demonstrates respect for equality and diversity and works to actively promote an inclusive work environment and good working relationships amongst staff/colleagues	I
Demonstrates commitment to own learning and continuous improvement through learning and development.	A/I
Demonstrates an interest in Further Education and Sport	I

Acknowledgement

This job description has been designed to indicate the general nature and level of the work performance by volunteers in this post. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications / experience required by volunteers assigned to the role. These may be subject to future amendments following appropriate consultation.