



About the Association of Colleges

At the heart of every community should be a strong and successful college, supporting students, delivering skills, transforming communities, promoting social justice, working with employers, and growing the economy.

Association of Colleges is the national voice for further education, sixth form, tertiary and specialist colleges in England. We are a not-for-profit membership organisation established by colleges, for colleges. Our members make up almost 95% of the sector - transforming 2.2 million lives each year.

Acting as the collective voice, we represent and promote the interests of colleges, and provide our members with high-quality professional support services, including training, events and recruitment.

The AoC group also includes: **AoC Services** - supporting all colleges to be great colleges by delivering high quality and cost-effective further education events, training and development, executive recruitment, interim management and strategic consultancy services; **AoC Jobs** - the first and only stop for anybody looking for a new job in further education; **AoC Sport** - leading the development of sport and physical activity in 16+ education; and **AoC Charitable Trust** - promoting the very best in FE with some of the biggest and most respected awards in education, including the AoC Beacon Awards, AoC Gold Awards, and Student of the Year.

JOB DESCRIPTION

Development Officer – Diversity & Inclusion

Job Purpose: To lead on the development of sustainable partnerships between colleges and organisations to tackle inequalities in access to sport and physical activity, aiming to increase levels of activity amongst underrepresented groups including, students from ethnically diverse communities, disabled students, and LGBTQ+ students. You will gather insight to support colleges and partners to make evidence led decisions to ensure the successful implementation of activities to reduce inactivity.	
Department / Directorate	Sport and Student Experience
Business Unit	AoC Sport
Reports To	Senior Policy Manager, AoC Sport

Role Level	Professional/Specialist
Contract Type	Permanent
People Management	Direct Reports: None Indirect Reports: None
Monetary and Risk Responsibility	Budget: Delivery budget as agreed by AoC Sport Board and delegated by Management Team Risk Management: Reputational risk, Financial risk, Health and Safety risk
External Key Contacts	Natspec CEO and colleges AoC Sport member colleges Sport England National partners NDSOs NGBs Community Sport Partners
Internal Key Contacts	AoC Sport team AoC staff

Key Accountabilities & Responsibilities

1. To co-ordinate the AoC Sport Diversity and Inclusion Action Plan and monitor the plan to measure impact.
2. Form close working relationships with a network of contacts in community sport organisations and other key stakeholders, to build sustainable partnerships between appropriate organisations and Colleges.
3. Collate and interpret data and insight to help Colleges, NGBs, Active Partnerships and others to make informed decisions and plans regarding priorities for college sport. Monitor and evaluate progress in relation to the national targets for participation, demonstrating the impact of college sport on achieving the objectives of various organisations.
4. Monitor developments in relation to education policy impacting on the provision of opportunities for underserved students and work with AoC Sport staff and AoC to interpret these, assessing and communicating the impact on college sport.
5. Support, guide and advise colleges on matters relating to sports policy and programmes, national and regional funding streams, new developments in the sector, facility

development and strategic planning which impact on the provision of opportunities for underserved students.

6. Analyse and use data and management information produced by AoC Sport, Natspec and other organisations to identify gaps in provision and suggest interventions and to advise colleagues on programme design to ensure AoC Sport offer inclusive opportunities.
7. Design, manage and evaluate projects and maintain strong relationships with partner organisations including AoC Sport Inclusion Hubs and Ambassadors.
8. Support the AoC Sport Competition Team to ensure the offer is inclusive, including further development of competition for disabled students and support the organisation of the annual Natspec games.
9. Support the work of the national AoC Sport team, the AoC Communications team and AoC regional offices, to communicate regularly with AoC Sport and Natspec to seek opportunities to promote college sport, including responding to and engaging with local media and participating in conferences and events.
10. 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.
11. To build effective working partnerships and where necessary to provide cover and support in the event of absences or other circumstances as required.
12. 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 grade C or above or equivalent standard	A
Knowledge, Skills and Experience	
Knowledge of sport and activity delivered in colleges, particularly AoC Sport programmes and sports specific development projects in colleges	A/I
Previous experience of working within a sports development or sport event organisation environment	A
Knowledge of barriers to access sport amongst underrepresented groups including, students from	A/I

ethnically diverse communities, disabled students, and LGBTQ+ students	
Experience of working in developing activities to increase diversity in sport and physical activity	A/I
Understanding of regional and national partners that adds value to the college sport and physical activity sector	I
Experience of effective partnership creation and delivery	I
An understanding of the Further Education Sector and its position in the sporting landscape	A/I
Computer confident, proactive and enjoys learning new IT systems, intermediate/basic/advanced skills using Microsoft Word, Outlook, Excel, PowerPoint	I
Attributes	
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 an interest in Further Education and Sport	I
Demonstrates commitment to own learning and continuous improvement through learning and development.	I

Acknowledgement

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