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Post Title	Project Activator
Division	Sport & Active Communities
Section	Community Sport
Location	Citywide

Responsible to	SDM / Development Officer (as appropriate to project)
Responsible for	Full and part time staff including sessional instructors, coaches and volunteers

Job Purpose

- 1 To support, develop and deliver projects with an equality, diversity and inclusion focus for targeted groups (within the city's community sports hubs network) that are delivered by the Sport and Active Communities Division.
- 2 Support individuals to participate in programmes appropriate to their needs and progress to participate in other sport and physical activity activities and programmes.

General Responsibilities

- 3 Ensure the effective management and utilisation of the financial resources, in line with the Companies financial regulations. Ensure that budgets are adhered to and that Best Value is achieved through suitable financial monitoring procedures.
- 4 Be aware of and committed to the equal opportunities' principles and practices of the company.
- 5 Employees are responsible for the implementation of the Health and Safety Policy in so far as it affects them, their colleagues and others who may be affected by their work. The post holder is also expected to monitor the effectiveness of the Health and Safety arrangements to ensure these are implemented and developed as necessary.
- 6 Effectively recruit, deploy and manage any nominated staff, full or part-time, and volunteers, providing appropriate training to enable the team to deliver the various initiatives promoted by sport Aberdeen and/or key partners.
- 7 Work in partnership with key stakeholders, to support the delivery of plans that increase existing sport and physical activity programmes, projects and opportunities for targeted groups.
- 8 Provide reports in line with the requirements of Sport Aberdeen and other key partners and stakeholders.

Operational Responsibilities

- 9 Support the delivery of new and further develop existing sport and physical activity programmes, projects and opportunities which form a key component in long term positive changes.
- 10 Increase participation levels in targeted groups.
- 11 Work collaboratively with key partners and stakeholders to ensure that sport and physical activity programmes, projects and opportunities contribute to the widening access agenda and maximise training and employment opportunities.

- 12 Embed the ethos of prevention at the heart of all engagements with individuals of targeted groups.
- 13 Engage with key partners and stakeholders to increase the knowledge of and access to sport and physical activity opportunities available by targeted groups.

Methods of Working Expectations

The post holder will be expected to:

- 14 Adopt a participative and collaborative style of working, underpinned by strong interpersonal skills that ensure effective team work with partner's stakeholders and colleagues.
- 15 Be expected to exhibit the highest standards of professional behaviour, creating effective working relationships with the voluntary sector based on mutual trust and respect.
- 16 Use appropriate management information systems, maintain confidentiality and observe data protection guidelines.
- 17 Work with information technology and associated systems, and where appropriate, existing technology arrangements and consultative procedures will be applied in accordance with Company policies.
- 18 Undertake appropriate training associated with the duties of the post.

General Conditions

- 19 The full-time working week is 37 hours. A flexible approach to working is required [time off in lieu (T.O.I.L) system is in operation].

Your hours of work may be carried out in line with a shift pattern in operation for the establishment to which you are allocated and may include early morning, evening, night and week-end work. The detail of the shift rota and your working pattern will be supplied to you by the Manager of your establishment.

- 20 A car mileage user allowance is payable [if using your vehicle for work purposes you must have insurance for business use].
- 21 The Company operates a no-smoking policy.
- 22 The job description is a representative document. The duties of the post can be varied provided they remain commensurate with the level of responsibility.

Prepared/Updated by:	Nickie Scorgie - Head of Human Resources & Organisational Development Mark Pain – Community Sport Manager
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