



Job Title:	Assistant Coordinator (Workforce Development)
Service Area:	Active Suffolk (Hosted by ESC)
Team:	Active Suffolk
Salary:	Band 2 (SCP 5 to 6)

Job Description

Main Purpose of Job:

Assist the Workforce Development Officer with the development, coordination and delivery of programmes and projects with the aim of improving Health and Wellbeing of local communities enabling them to be more resilient to the impact of long-term health conditions and the de-conditioning caused by the pandemic and the resultant fall in activity levels.

Our Values

You will be expected to work in line with our values which are:

Proud - Believing in who we are, what we do and where we live
Dynamic - Transforming the future with you in mind
Truthful - Honest and clear in all we do
Good Value - Delivering outstanding services, smartly & economically
United - Whoever we work with, we work as one team

Key Responsibilities:

1. To provide development planning, delivery and evaluation support to the Workforce Development Officer on various identified projects across the county, particularly skills development projects, taking responsibility for some expenditure within agreed budgets.
2. Co-ordinate a Learning programme for Skills development across the County, working with training providers and employers, linking to existing projects.
3. Establish and forge strong working relationships with a wide range of key stakeholders involved in the delivery of projects and programmes.
4. Ensure the effective use of insight is applied to the development of all projects.
5. Support the on going monitoring and evaluation of projects, programmes and events



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6. To effectively promote and market national and local programmes and projects using a wide range of marketing platforms and behaviour change tactics including digital and social media platforms.
7. Provide excellent customer service and regular communications to participants and key partners involved in projects.
8. Represent Active Suffolk at relevant meetings, seminars, conferences and forums.
9. Take a committed approach to diversity and translate this into an equitable and inclusive approach when working with all partners, stakeholders and investors.
10. Undertake any other duties reasonably compatible with those set out above.

Line Manager: Workforce Development Officer

Political Restriction: This post is politically restricted under the Local Government and Housing Act 1989 and postholders are prohibited from seeking public election, holding political office, writing or speaking publicly on matters of political controversy.

Note: This is a description of the job as it is constituted at (July 2017) but, as the organisation develops, it may be necessary to vary the duties and responsibilities from time to time. It is the practice of both Councils to periodically review Job Descriptions to ensure that they relate to the job as being performed or to incorporate whatever changes may be necessary. It is both Councils' aim to reach agreement to such reasonable changes with the postholder but if agreement is not possible the Councils reserve the right to insist on changes to the Job Description after consultation with the postholder.



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Personal Specification

	Essential	Desirable
Knowledge and Experience	<ul style="list-style-type: none"> • Awareness of sports development issues • An understanding of the role sport and physical activity can play on improving health and wellbeing • Experience of planning, delivering and evaluating projects 	<ul style="list-style-type: none"> • An understanding of the Sports Development process • Experience of working in / with a wide range of agencies and an understanding of structures at a national, regional, county and local levels e.g. National Governing Bodies of Sport, Local Authorities, Sport England, County and local voluntary sports sector, including sports clubs, coaches, officials and volunteers • An understanding of the role sport and physical activity can play in improving health and wellbeing, specifically long term health conditions. • Awareness of behaviour change models and their implementation. • An understanding of social media platforms
Skills and Abilities:	<ul style="list-style-type: none"> • Excellent communication and inter-personal skills • Excellent planning, organisation and administration skills, with the ability to meet deadlines • Be self motivated and have the ability to work on own initiative, taking decisions within set parameters without immediate reference to supervision 	<ul style="list-style-type: none"> • Ability to write and present reports • Ability to motivate, negotiate and influence in written and spoken word • Ability to implement and administer monitoring systems • Ability to apply research data into meaningful insight in developing programme and projects.



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	<ul style="list-style-type: none"> • Able to operate effectively in a team • Ability to prioritise and manage multiple responsibilities, at times under pressure • Ability to adopt a flexible approach to meet the different needs of partners and to accommodate change • An understanding and working knowledge of I.T and its application, in particular word processing, databases and spreadsheets • Ability to work with professionals and volunteers 	<ul style="list-style-type: none"> • Ability to use data to monitor and evaluate projects
Education and Training	<ul style="list-style-type: none"> • At least 5 GCSE's at grade C or equivalent or above, including Maths and English 	Degree Level Education
Values: Ability to demonstrate an understanding and apply our values which are embedded in all our roles.	<p>Proud - Believing in who we are, what we do and where we live</p> <p>Dynamic - Transforming the future with you in mind</p> <p>Truthful - Honest and clear in all we do</p> <p>Good Value - Delivering outstanding services, smartly & economically</p> <p>United - Whoever we work with, we work as one team</p>	
Other Requirements	<ul style="list-style-type: none"> • To promote and adhere to the workplace values of our organisations • Valid driving licence and access to a car for work purposes • Commitment to equality of opportunity and diversity • Ability to undertake the 	



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	<p>physical requirements of the role</p> <ul style="list-style-type: none"> • Willingness to work flexibly, including some unsocial hours, evenings and weekends 	
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