



Patrons: Eleanor Simmonds M.B.E  
and Matthew Whorwood

## **Job Description**

### **DSAuk Sport and Activity Officer**

**Directly Responsible to:** Association Manager

**Salary:** up to £27,000 depending upon experience

#### **Benefits:**

- 25 days holidays plus standard bank holidays.
- A pension scheme is offered in line with Government guidance.

## **Location**

Place of employment will be at the DSAuk office in Dronfield, regular attendance will be required. There will be flexibility on day-to-day location including working from home.

The role will involve considerable travel throughout the country, for which you will be expected to use your own vehicle. Travel expenses will be reimbursed in line with DSAuk policy.

## **Hours of Work**

The hours of work will be 35hrs per week, this will include evening and weekends when required by prior arrangement. TOIL will be given for additional hours worked.

## **Role and Responsibilities**

The Sports and Activity Officer will contribute to the work DSAuk's work in three areas:  
National Partnership Development, DSAuk Regions/Member Support and National Event Management.

## **1. NATIONAL PARTNERSHIP DEVELOPMENT**

With a full range of sports system partners

- Broker, establish and maintain partnerships with all system partners to provide support, expertise and advice on the impairment and inclusion of people with dwarfism in sport and activity.
- Network with mainstream sports providers, local authority agents to provide updates on DSAuk regional groups, provide expert advice to the forum, advocate and influence for inclusion for people with dwarfism.
- Monitor, review and report in timely manner as required by SE on DSAuk performance and DSAuk governance outcomes during the funding period.
- Support Sport England to monitor and review the progress and performance of DSAuk and all system partners against agreed and strategic outcomes on delivering activity, inclusion and equality.
- Continue to raise the profile of Dwarf Sport within the disability sport network.
- Promote and develop the inclusion of people with dwarfism within mainstream sport.
- Undertake research to identify areas of appropriate sporting interest for the dwarf community.

## **2. DSAuk SUPPORT for REGIONS/MEMBERS/ASSOCIATION**

- Assist the DSAuk Regional Development Officer with the development of the DSAuk regional group network and events.
- Attend DSAuk regional events to support the regional volunteers and meet and build relationships with the DSAuk membership they represent.
- Bring the relationships brokered with NGBs and Sport England system partners into the DSAuk regional group network, through the Regions Development Officer, to enhance sport and activity opportunities for people with dwarfism.
- Work with the DSAuk Regions Development Officer, develop and implement methods for communicating with Local Authorities, schools and clubs to expand opportunities for people with dwarfism.
- Contribute to the DSAuk website including news articles, information packs, event listings and quarterly newsletter.
- Ensuring all resources are shared with NGB's, Activity Alliance and all other SE system partners.

## **3. DSAuk NATIONAL EVENT MANAGEMENT**

- You will be required to support the organising and delivery of all DSAuk National events including the scheduling and time keeping of all competitive DSAuk events.
- You'll also be required to assist and support the organisation -of the Great Britain team for the World Dwarf Games, which occurs every four years.
- Full training and mentoring will be given using our current in house excel based spreadsheet system and at the next National DSAuk Competitive event, assisted by the DSAuk Support Officer.

## **Equality and diversity**

DSAuk is committed to championing equality and diversity in all aspects of employment and in the services that it provides. All employees are expected to understand and promote the DSAuk, Sport England and Activity Alliance Equal Opportunities Policy in the course of their work.

All DSAuk staff are required to actively promote the equal opportunities policy and influence and encourage the empowerment of disabled people within sport.

Person Specification	
<b>Skill</b>	<b>Essential/Desirable</b>
Demonstrable understanding and experience of current issues in the promotion and development of sport.	Desirable
Experience in a role providing advice and consultancy	Desirable
Experience and understanding of building and servicing partnerships	Desirable
Working knowledge of the structures and agencies involved in the provision of sport at local, regional and national level	Desirable
Good communication and interpersonal skills and an ability to motivate, enthuse, persuade, negotiate and influence through both spoken and written word	Essential
The ability to strategically plan, deliver and monitor	Essential
An understanding of and commitment to equal opportunities and sports equity issues as they relate to the participation of disabled people in sport	Desirable
Experience of organising and delivering sports events. Preferably with large numbers of entries and multiple sports being delivered simultaneously	Desirable
Ability to manage personal workload	Essential
Experience of successfully working in a small team	Desirable