

## Team Member Job Description

**Job Title:** GOGA Lead Officer

**Responsible to:** FVDS Branch Co-ordinator / Management Committee

**Grade:** 7 SCP19 (£9.52 per hour)

### Job Purpose:

Deliver the Get Out Get Active (GOGA) programme, implement the research recommendations, consult with community partners and possible participants and significantly increase female participation in disability sport and physical activity.

### What's expected of you

We recognise that our team members are at the heart of everything we do. We want to ensure that we recruit the right people and develop them in line with our values of People Centred, Ambitious, Respect, Team Spirit and Integrity. We believe that our values are instrumental in the way we carry out our business and behave each day. The duties and how we expect you to carry out this role are listed under each of the following values.

### People Centred – People are at the centre of everything we do

You will:

- go the extra mile to help a customer or colleague in your own or another team
- To undertake direction on any aspect of the branch coordinator's duties for developing sport as OTJ training, within skills and capacity of the trainee.

### Ambitious – Pushing ourselves to be at the top of the game every time

You will:

- Learn and develop new skills to maximise your potential.
- Bring your ideas to your manager on how we can do things better whether it's something to improve you, your team or the wider business.
- To work toward key outcomes of FVDS GOGA proposal.

### Respect – Everyone counts

You will:

- Treat others as you'd like to be treated and be mindful of their opinions.
- To support delivery and promotion of disability sport to children, young people and adults with physical, learning and sensory disability.

**Team Spirit** – By working together, we work better

You will:

- be a true team player displaying a positive attitude and cooperation
- welcome new team members and help them with anything they're unsure of
- To liaise with FVDS partners and new organisations to improve and develop relationships.
- To support FVDS in Fundraising efforts in accordance with OSCR guidelines and procedures.

**Integrity** – We do what we say we'll do

You will:

- be honest and trustworthy in all that you do, following through on all tasks given to you
- To implement all health and safety procedures relevant to this activity.
- All other duties considered appropriate for this post and in line with the needs of the organisation.
- Monitor and evaluate all FVDS programmes and help the activities and service to be improved.

These key tasks are not intended to be exhaustive, but they highlight a number of major tasks that the post-holder may be expected to undertake.

**Working Hours**

17.5 hours per week working a variety of shifts but typically will work these hours over 3 days.

**Additional comments**

Every job description in the organisation will be subject to a review either:

- on an annual basis at the time of the annual appraisal meeting, or
- as a result of a change in strategic direction, or
- as a result of a team/ operational requirements, or
- as a result of agreed performance appraisal needs and objectives, or
- within six months of appointment.

**Personal Profile**

***Experience & Qualifications:***

- Knowledge and experience in working with children, young people and adults with disabilities,
- Experience of delivering and organising physical activity and port specific programmes,
- Experience in the organisation and management of events and projects,
- Ability to lead, influence, enthuse and motivate others,
- Understanding of child and vulnerable adult protection issues,

**Skills and Personal Qualities:**

- Good communication, presentation and interpersonal skills,
- Exceptional organisational, planning and administrative skills.

**Job Dimensions:**

**Structure:**

