Rushcliffe
Borough Council

Communities	
Job Description	
Leisure, Health and Wellbeing Development Officer (Sports) **37 hours per week** **Fixed Term (12 Months)**	
Grade LS11	**Post Number:** 5500
Responsible to:	Team Manager for Leisure Contracts, Sport and Health
Responsible for:	Casual staff employed as required for the delivery of interventions and programmes including event staff and work placement students.
Job Objective:	The post holder is required to work on their own initiative to develop, implement and evaluate interventions to encourage Rushcliffe residents to live healthy lifestyles, make healthy choices and reduce health inequalities by reducing inactivity and increasing participation in sport and physical activity. The post holder is required to increase participation in sport and physical activity by working to develop the local sporting structure of clubs, coaches, volunteers, and facilities. The post holder will be required to identify transformation opportunities and initiatives that contribute towards the delivery of joint strategic priorities of the local authority, Sport England, Active Notts and health partners.
Main duties and responsibilities:	1. Translate key national, regional and local sport, physical activity and health priorities into practical initiatives, that align with the Rushcliffe Corporate Strategy and are delivered in partnership through the Active Rushcliffe Health Partnership (ARHP) to meet the health needs of the local population.
	2. Work closely with, and support, the Health Development Officer, supporting wider health initiatives to maximise the holistic wellbeing benefits of health and sport.

3. Work on joint projects with Active Notts and Nottinghamshire County Council and other partners that help tackle inequalities by increasing levels of activity in our communities, including co-ordinating and facilitating the Place Based Physical Activity work and the Holiday Activity and Food Programme (HAF)
4. Work within an evidence-based approach and within ethical frameworks to provide innovative high quality, cost effective programmes
5. Deliver, monitor, and evaluate the effectiveness of projects delivered, providing timely reports and information to support performance management
6. Support the production and implementation of key strategic documents that support the priorities of Rushcliffe Borough Council such as the Playing Pitch Strategy (PPS), Leisure Strategy and emergent Walking, Cycling and Wheeling Strategy
7. Work to support sport and leisure related capital projects that are of strategic importance to Rushcliffe Borough Council including applying for external funding where appropriate
8. Work in partnership across service areas within Rushcliffe Borough Council (RBC) and on a multi-agency basis to co-ordinate promotional initiatives, projects and policy formation
9. Support sports clubs and organisations with their development, aiming to reduce inactivity and increase the levels of participation in sport and physical activity across the borough
10. Manage and administer grant schemes that support targeted groups such as the Workforce Grant, Elite Sports Grant and FANS
11. Monitor and supervise outcomes of Service Level Agreements with Rushcliffe's professional sports clubs and other partners commensurate with the grade of the post
12. Provide advice and support to a range of partners on issues such as major sporting events, facility developments, funding, Safeguarding and participation opportunities
13. Act as a local champion, promoting active lifestyles and health and wellbeing initiatives throughout Rushcliffe

	14. To be a key local point of contact for access to sport and physical activity knowledge, practice and policy advice, producing briefing papers for senior officers and members as required
	15. Ensure all relevant Health and Safety requirements are integrated into projects and that risk assessments are in place for all activities delivered
	16. Support the Leisure Contract Manager in ensuring outsourced leisure centres and sports venues are providing excellent customer experience through regular visits and feedback
	17. Financial management- manage service area budgets in line with RBC financial regulations and source and manage external funding to facilitate project delivery
	18. To represent Rushcliffe Borough Council at relevant partnership meetings
	19. Any other duties that could be reasonably required and not exceeding the grade of the post.

Additional Information

Unsocial hours will be worked on an occasional basis

The successful candidate must hold a current driver's license

PREPARED BY: Derek Hayden

DESIGNATION: Communities Manager

DATE: 17 March 2026