

Job Description

Position: Development Officer – Outdoors

Job Purpose/Background

SkillsActive is licensed by Government as the Sector Skills Council for Active Leisure and Learning. It has a diverse footprint covering sport and recreation, play, the outdoors and health and fitness. SkillsActive has a UK wide remit primarily to work with employers and employer organisations to support them to become more successful through the development of skills and capabilities of staff and their organisations.

Additionally, we work as a two-way conduit and supporter for our industry sector employers with governments and related agencies such as qualifications and funding agencies. We work with all sectors – commercial, public, charitable/not-for-profit and voluntary.

Specifically, this new role will support and work closely with the UK Development Manager – Outdoors in a diverse range of activities across SkillsActive's functions and departments. There will be some basic administration and organisation central to the post.

Within the role there will be significant UK travel and some overnight stays may be required. In time, there may also be opportunities to be involved in European projects. The post will provide an excellent base for development in this area of work, and staff learning and development is considered an integral aspect of the role.

The successful candidate will be enthusiastic and have a passion for the worth of the outdoors. S/he will appreciate the full breadth of the outdoors sector and the importance of recruitment and initial development as much as development with higher level practitioners and managers.

Responsible for:

Supporting the work of the UK Development Manager – Outdoors (UKODM)

Responsible to: UK Development Manager - Outdoors

Grade: Development Officer

Office location: Sheffield

Key Roles and Responsibilities, across the four home countries and as directed, are to:

- Support the implementation of the outdoor action plan;
- Support SkillsActive's work with a range of outdoors groups, both inside and outside SkillsActive, e.g., Outdoor Employers Group (OEG), + *etc.

- Work with other SkillsActive departments in support of our outdoors work;
- Engage with outdoor skills development projects both internally and externally (e.g. NSA);
- Support work in developing research and information resources related to the outdoors;
- Assist the UKODM in standards and qualifications programmes;
- Promote the work of SkillsActive to employers and related organisations;
- Develop expertise and knowledge in related outdoors sectors and in the skills and development challenges they face;
- Develop expertise and knowledge in policy, strategy and content in the areas of standards, qualifications programmes and related aspects such as accreditation and funding;
- Actively engage in two way communication related to outdoors information both internally and externally;
- Ensure effective working relationships with all relevant staff and external contacts;
- Undertake learning and development activities as required;
- Engage in an ongoing performance review process.

Administrative Duties

- Carry out general administrative duties including word processing, post distribution, filing and data entry and collection work;
- Supporting the UKODM and the overall outdoors function;
- Assist with the organisation and operation of meetings/events, including travel/catering and other related aspects related to meetings/events;
- Service meetings, prepare agendas, circulate papers, write and distribute minutes as required;
- Meet and greet visitors to SkillsActive and provide refreshments as required.

* plus Adventure Activities Industry Advisory Committee (AAIAC), SkillsActive Scottish Outdoors Employers Committee, emerging SkillsActive employer groups in Wales and Northern Ireland, English Outdoor Council (EOC), IOL, BAHA, SAAF, etc.

Person Specification for Development Officer

Essential:

- A working knowledge/experience of the outdoor sector;
- Educated to Degree or Equivalent Level Qualification (or have clear experience of working successfully at this level);
- Full Driving Licence

Knowledge and Experience

- Ability to service meetings and provide admin support;
- Knowledge of the range of training and qualifications related to the outdoors sector, including work-based learning;

Skills and competencies

- Good interpersonal skills and the ability to work as part of a team across different departments and organisations, with the level of commitment required by a growing, enthusiastic organisation;
- Excellent communication skills - written and verbal, including a good telephone manner
- Excellent advocacy and diplomacy skills
- Good organisational and administrative skills
- Ability to maintain effective customer relationships
- Able to prioritise workload, and meet deadlines
- Flexible and responsive to demand
- Tact and diplomacy and the ability to work in partnership where necessary
- Enthusiasm and commitment to the SkillsActive vision
- Self-motivation
- Computer/IT literate in main MS office applications

Salary:

Starting salary range: £20k – 24k (full Development Officer range: £20k - £28k)

Contract:

Full time, permanent.