

Job Title: Community Sport Development Officer Job Description

Location: Manchester Basketball Centre, Whalley Range High School, Manchester, M16 8GW

Contract: Permanent (6-month probation period)

Salary: £25,000-£27,000 based on experience

Hours: 37.5 per week some evenings and weekend work is required

Reports to: Operations & Finance Manager alongside the Management Board

Role Purpose:

The Community Sport Development Officer will lead the growth and delivery of community basketball programmes, ensuring more people of all ages and abilities have access to quality sport experiences. The role will involve recruiting and managing coaches, developing positive relationships with schools and community groups, and delivering high-quality basketball sessions, camps, and events across the local area.

Key Responsibilities:

Programme Development

- Develop and coordinate a range of community basketball programmes to increase participation across all age groups.
- Plan and manage holiday and half-term basketball camps.
- Work with National League coaches to align community delivery with the club's player development pathway.
- Support the creation and implementation of new initiatives to engage underrepresented groups in sport.
- Monitor and review Community programmes and their impact.

Coach Recruitment & Management

- Recruit and mentor community coaches and volunteers to deliver an exciting sporting experience.
- Coordinate coach deployment across schools, community sessions, and events.
- Monitor and evaluate coach performance to ensure high-quality delivery and safeguarding compliance.

School & Community Engagement

- Build and maintain relationships with local schools, community centres, and partner organisations to deliver basketball sessions.
- Coordinate the onboarding of new schools and ensure smooth programme delivery.
- Promote basketball within schools and the community to increase participation and awareness.

Administration & Operations

- Complete all administrative duties related to community programmes, including registers, feedback, safeguarding, and reporting.
- Understand the programme budgets, session scheduling, and resource allocation.
- Maintain accurate records of participation, attendance, and impact.

Marketing & Promotion

- Support marketing and social media efforts to promote sessions, camps, and events.