

Community Sport Development Officer Advert

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

Contract: Permanent (6-month probation period)

Salary: £26,000-£28,000 based on experience

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

Reports to: Operations & Finance Manager alongside the Management Board

Closing date: 18/9/2026

Are you passionate about growing sport and activity in your community?

We're looking for an enthusiastic and driven **Community Sport Development Officer** to help us expand our basketball programmes, engage new participants, and build strong links between schools, clubs, and the wider community.

About the Role

As Community Sport Development Officer, you'll play a key role in developing and delivering high-quality basketball opportunities for players of all ages and abilities. You'll recruit and manage a team of community coaches, coordinate sessions and camps, and build lasting relationships with schools and local partners to make basketball accessible to everyone.

What You'll Do

- Recruit, train, and manage community basketball coaches.
- Build strong working relationships with local schools and community groups to deliver sessions.
- Plan exciting community basketball programmes and half-term camps.
- Work with National League coaches to support player development pathways.
- Administration work relating to community activities, including registers, feedback, and reporting.
- Support the growth of participation and help ensure all sessions are safe, inclusive, and fun.

What We're Looking For

- A passionate advocate for community sport.
- Strong communication and organisational skills.
- Experience in coordinating or delivering sports programmes.
- Ability to engage with schools, parents, and community organisations.
- A positive, proactive approach to developing people and programmes.

Desirable:

- Basketball coaching qualification (UKCC Level 2 or above).
- Experience managing or mentoring sport coaches.
- Knowledge of safeguarding, health & safety, and first aid in sport.

Why Join Us?

You'll be part of a passionate and supportive team committed to growing the game and inspiring the next generation of sport enthusiasts. This is an exciting opportunity to Enhance Lives Through sport— helping more people enjoy the benefits of basketball in your community.

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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 which will include making contact with them and delivering sessions.
- 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.

- Monitor and measure the quality of the community programme to ensure a high-quality experience is delivered which is valued by all.
- Maintain accurate records of participation, attendance, and impact and produce regular reports which are shared with the Board to capture the findings. Ensuring growth in participation and progress against all community objectives.

Marketing & Promotion

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

Essential Skills, Experience & Certification:

- Strong knowledge and passion for sport.
- Experience delivering or coordinating community sports programmes.
- Excellent communication and interpersonal skills.
- Ability to recruit, train, and manage a team.
- Good organisational and administrative skills, with attention to detail.
- Ability to work some evenings, weekends, and during school holidays as required.
- Full valid UK driving license

Desirable:

- UKCC Level 2 (or higher) Basketball Coaching Qualification.
- Experience working in schools and community settings.
- Knowledge of safeguarding and health & safety in sport.

Key Outcomes:

- Increased participation in community basketball programmes.
- Improved engagement with local schools and community partners.
- Strong, well-supported coaching workforce.
- Successful delivery of camps, events, and outreach initiatives.
- Develop new community initiatives.