



## Job Description

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<b>Job Title</b>	Move More Volunteer Programmes Officer
<b>Business Area</b>	Move More Jersey
<b>Location</b>	Jersey Sport, Main Pavilion, FB Fields, La Grande Route de Saint Clement, Jersey, JE2 4UX
<b>Salary</b>	Dependant on qualification and experience Based on £31,000 - £45,000 Full-Time Equivalent (FTE) (30 Hours pro-rata £24,800 - £36,000) + 10% Cash Pension Contribution
<b>Responsible to</b>	Move More Operations Manager
<b>Responsible for</b>	100+ volunteers
<b>Contract</b>	Permanent
<b>Hours Per Week</b>	30
<b>Employer</b>	Jersey Sport Limited

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## Background

Jersey Sport was established in June 2017 to advocate and develop sport at all levels.

Jersey Sport has two main functions; the development of sport and to develop and promote opportunities for islanders to lead active lifestyles. The organisation's **Move More Jersey** initiative is aimed at getting more islanders, more active, more often. A priority that aligns with the Government of Jersey's priority of enabling islanders to improve their mental and physical wellbeing.

Jersey Sport has developed the 'Inspiring an Active Jersey Strategy' (IAJ), a strategy for sport and active living in Jersey. This sets out clear ambitions at reducing barriers to inactivity and at the heart of it helps deliver the vision;

**"Jersey will be a healthier, more productive and fairer society by being one of the most physically active populations in the world."**

The mission is;

**"More active people for a healthier Island. Jersey will increase physical activity by 10% by 2030."**

IAJ is collaborative whole systems approach to tackling inactivity on the island, advocating for a collective effort across government

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departments, corporate institutions and the volunteer and community sector.

Inactivity is one of the greatest social challenges faced by any jurisdiction. A centralised approach underpinned by government policy is paramount if the vision is to be achieved in the life cycle of the plan. The impact of inactivity is widespread across many aspects of island life, and a multi-agency approach is required to create the opportunities and remove the barriers which prevent islanders from adopting an active lifestyle throughout the life stages.

Jersey Sport is an independent charity which receives an annual grant from the Government of Jersey to operate various sports and physical activity initiatives across the island. Jersey Sport will be a lead agency for the delivery of IAJ.

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**Move More  
Volunteer Programmes Officer**

Jersey Sport believe well supported volunteers play a pivotal and crucial role in enabling Islanders to be active for life, by delivering an exceptional experience to allow sport and active living to flourish.

At Move More Jersey we aim to support sedentary groups within the Jersey population by providing accessible low-impact physical activity opportunities, often at low cost or for free.

As the Move More Volunteer Programmes Officer you will play a vital role in shaping the experience of the Jersey Sport volunteers, participants, and stakeholders involved with Move More volunteer led programmes. Jersey Sport recognise the critical role volunteers make to sport and physical activity and part of this role will be ensuring we support, invest in, and reward the growing team of volunteers we work with.

You will coordinate, develop, and review the volunteer led programmes, playing a role in ensuring the programmes are sustainable and accessible. You will ensure the programmes continue to impact key groups of the community with the greatest need.

You will be the primary point of contact for the programmes, including participants, and you will lead a team of great volunteers through effective volunteer recruitment, retention, training, and management.

Current programmes include Health Walks, HSBC Breeze and HSBC Guided Rides, and Let's Ride events, Cycle Without Limits, with running and swimming programmes launching soon.

There are national guidelines and recognised standards of delivering programmes through the Paths for All, RunTogether, British Athletics, Swimming Teacher Association and British Cycling all of whom Jersey is registered and aligned with to

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deliver these programmes. The post holder will be expected to apply these guidelines and standards in coordinating the day-to-day programmes and volunteers.

As a key member of the team, and in addition to coordinating the Volunteer led programmes, you will work closely with the Head of Move More Jersey and the Move More Operations Manager to support Move More Jersey and Jersey Sport initiatives, as required - particularly the development of volunteer related activities across the organisation

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### Tasks I must do to successfully fulfil my job role

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<b>Job specific tasks</b>	As well as being able to demonstrate the core competencies of the organisation and the specialist competences required of the role there are several specific tasks that will be routinely required of the post holder. In addition, the post holder will be required to carry out any task necessary to ensure we continually deliver exceptional service to our customers. The job specific tasks are detailed below.
<b>Key tasks</b>	<ol style="list-style-type: none"><li>1. Plan, develop, oversee, and coordinate the volunteer led programmes (Health Walks, HSBC Breeze, HSBC Guided Rides, Let's Ride Pop Up, RunTogether, swimming) programmes to ensure, safe and effective delivery in line with national and organisational guidelines.</li><li>2. To work with the Move More Disability &amp; Inclusion Officer to ensure that the Cycle Without Limits volunteers are recruited, retained, and trained appropriately and that the centre is staffed as required.</li><li>3. Coordinate the respective participant and programme rotas and databases and ensure the volunteer leaders effectively maintain the database, record attendances and any other relevant information (e.g., incidents).</li><li>4. Develop and manage the volunteer workforce to include recruitment, onboarding, training and support them in their roles to deliver the various programs and create a collective team ethos. This will include use of a Volunteer online management system.</li><li>5. Engage and strengthen partnerships with primary care, the community/voluntary sector, other health providers and other relevant volunteering stakeholders to increase numbers of new participants and voluntary leaders into programmes.</li><li>6. Provide written reports emphasising progress on all performance indicators. Collation of data and statistics to support and evidence the success of the programs and interventions we operate.</li><li>7. Continually develop the programmes to support the Inspiring an Active Jersey Strategy and Move More Jersey initiative, particularly aiming to recruit new volunteer leaders and walkers / runners / cyclists in key target demographics to encourage the least active to increase their physical activity levels.</li></ol>

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8. Monitor, evaluate, and provide relevant data to report on the programmes.
  9. Work effectively with the Senior Management team and Officers team to ensure seamless communication and to support activity across the whole company.
  10. Work with the Marketing and Communications Manager to promote the programmes using social media and the local media and create an inspiring and recognised volunteering movement in sport and physical activity.
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### **The knowledge and skills you must have or be prepared to work towards**

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<b>E = Essential</b>	E	Knowledge, understanding and ability to demonstrate safe working practices and the health and safety requirements in the delivery of walking, running, and cycling activities.
<b>D = Desirable</b>	E	Vision, motivation, enthusiasm, and ability to work with diverse groups of people.
	E	Knowledge of safeguarding policies and procedures.
	E	Ability to work as part of a team but equally important is the ability to use initiative, lead the team and make independent decisions when appropriate.
	E	Excellent time management skills with the ability to prioritise and adapt to rapidly changing situations.
	E	Ability to quickly master IT systems and processes and to sustain a high level of performance whilst under pressure.
	E	Excellent communication, liaison, and interpersonal skills. Confident in dealing with key stakeholders from all areas in the community.
	E	Good customer service skills.
	E	Strong experience of managing volunteers either in a paid or unpaid capacity.
	D	Experience, knowledge and understanding of disability and medical conditions relating to health and wellbeing.
	E	Experience in programme management involving volunteers from any industry or sector but can demonstrate the ability to lead and develop projects from conception to evaluation.
	E	Own transport as this role will require you to work from various locations around the island.
	E	Organisational awareness and knowledge of internal & external drivers for volunteering.
	D	Practical sports development / physical activity or teaching experience.

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**The qualifications you must have or be prepared to work towards**

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<b>E = Essential</b>	E	A good standard of education to at least A-level or equivalent or able to demonstrate equivalent knowledge through your professional development.
<b>D = Desirable</b>	E	Demonstrate a progressive personal development programme of qualifications/training relevant to your career.
	D	Leaders in Running Fitness qualification and / or British Cycling Ride Leaders qualification or be willing to work towards them.
	D	A national governing body, health, or sport related qualification at Level 1, but preferably level 2 or be able to demonstrate equivalent knowledge through your professional development.
	D	A ILM / CMI Level 3 in Leadership or management or be able to demonstrate equivalent knowledge and experience through your professional or personal development.
	E	Competent Microsoft Office Work. Excel and Outlook.
	E	Experience working in a role where you have managed staff or volunteers preferably within the charitable / disability / inclusion or health and social services sectors.

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