



Job Description

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| Job Title | Move More Jersey Operations Manager (MMOP) |
| Business Area | Move More Jersey |
| Location | Jersey Sport, Main Pavilion, FB Fields, La Grande Route de Saint Clement, Jersey, JE2 6QN or working from home, as required. |
| Salary | Manager Band £42,00 to £48,000 pro-rata (dependant on experience) Plus 10% Cash Pension Contribution |
| Reports to | Head of Move More Jersey |
| Direct Reports | Move More Jersey Disability and Inclusion Officer, Move More Jersey Volunteer Programme Officer, Move More Jersey Admin Officer and Move More Jersey Instructors and Volunteers. |
| Contract | Permanent |
| Hours Per Week | 30 hours per week |
| Employer | Jersey Sport Limited |
| Residence Qualification | Five year residency or equivalent classification |
| More Information | For more information, please contact Cirsty de Gruchy, Head of Move More Jersey at cirsty.degruchy@jerseysport.je |
| Applications | Application forms should be sent to faye.scott@JerseySport.je by 4 October 2021 |
| Interviews | Interviews will take place w/c 11 October 2021 |
| Inspiring an Active Jersey Vision | Jersey will be a healthier, more productive and fairer society by being one of the most physically active populations in the world. |
| Inspiring an Active Jersey Mission | More active people for a healthier island. Jersey will increase the number of physically active islanders by 10% by 2030. |
| Jersey Sport Background | <p>Jersey Sport was formed in June 2017 as the independent body for the development of sport and active living in Jersey. Jersey Sport are the lead agency for delivery of the Government of Jersey's Inspiring an Active Jersey Strategy (IAP) and are committed to helping islanders to play sport and lead active lives.</p> <p>IAJ is a collaborative whole-systems approach to tackling inactivity in the island, advocating for a collective effort across government departments, corporate institutions and the volunteer and community sector.</p> <p>Jersey Sport is an independent organisation which receives an annual grant from the Government of Jersey to operate various sports and physical activity initiatives across the island.</p> |

Move More Jersey Operations Manager

The Move More Jersey programmes are aimed at increasing the activity levels of adults with long term conditions, sedentary behaviour patterns and who are otherwise disengaged with physical activity.

The Move More Operations Manager will be responsible for managing the Move More Jersey programmes, staff and volunteers in conjunction with the Head of Move More Jersey.

You will maximise the resources of the Move More Jersey Programmes and staff to continually develop and improve opportunities for islanders to be active. You will be expected to work with the Head of Move More Jersey and key stakeholders to develop and improve physical activity pathways to inspire islanders to engage in physical activity.

You will manage the existing Referral programme, Pay as You Go Classes and Run, Walk and Cycle programmes and work with the Head of Move More Jersey to develop new programmes across the Move More initiative. You will manage the programmes and the associated staff and volunteers. You will be responsible for collating key statistics and data to support and evidence the work of Move More Jersey.

You should have an excellent track record in management, delivering change programmes from conception to implementation and working with a variety of stakeholders.

Jersey Sport has the desire to be world leading in the way we plan, organise and deliver active living and intervention programmes. To do so, we require our Move More Jersey Operations Manager to regularly research best practice and learn from the UK and overseas bodies. You will also be responsible for ensuring staff maintain their CPD and are up to date with developments in the areas of behavioural change, managing long term health conditions and physical activity.

As part of the wider team you will also have a key role in the development of all business sections, supporting the work of the other officers and working collaboratively to develop their areas.

Tasks I must do to successfully fulfil my job role

As well as being able to demonstrate the behaviours of the organisation above there are a number of specific tasks that will be routinely required of the post holder. In addition, the post holder is required to carry out any task necessary to ensure we continually deliver exceptional service to our customers and stakeholders. The job specific tasks are detailed below.

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| Key tasks | 1 | Plan, oversee and coordinate the Move More Jersey referral and Adult Exercise class delivery and manage the staff and volunteers who deliver these programmes. You will be responsible for ensuring safe and effective delivery in line with national and organisational guidelines to promote ongoing participation of islanders in active living programmes. |
| | 2 | Manage the Move More Jersey Volunteer Programme Officer to ensure they plan, oversee and coordinate the Run, Walk and Cycle programmes and volunteers effectively. You will also work with the Head of Move More Jersey to develop projects and campaigns which encourage more islanders to incorporate running, walking and cycling into their daily lives. |
| | 3 | Manage the Move More Jersey staff and volunteers to enable them to deliver high quality work and maintain best practice through CPD, Health and Safety training and undertaking effective communication with the team. |
| | 4 | Coordinate and develop the respective participant, volunteer and programme databases and ensure that staff effectively maintain the databases, record attendances, assessments and any other relevant information (e.g. incidents) in accordance with data protection legislation. |
| | 5 | Support the Head of Move More Jersey with the ongoing review and development |
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of the Move More Jersey Programmes based upon evidence-based practice to support the Inspiring an Active Jersey strategy and Move More Jersey initiatives. These programmes will target specific demographics and groups of islanders to encourage the least active to increase their physical activity levels.

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| 6 | Provide regular written reports, as required, emphasising progress on all performance indicators. |
| 7 | Effectively manage the Move More Jersey Programmes budget and provide regular financial reports to the Head of Move More Jersey. |
| 8 | Effectively manage the administration of the Move More Jersey Programmes. |
| 9 | Work with the Head of Move More to engage and strengthen partnerships with primary care, the community/voluntary sector, other health providers and other relevant stakeholders to increase numbers of new participants and voluntary leaders into programmes. |
| 10 | Lead on the collation of data and statistics to support and evidence the success of the programmes and interventions we operate. This will include Monitoring, evaluating, and providing relevant data to report on the programmes you will be managing. |
| 11 | Cover the tasks across Jersey Sport as required to ensure the effective operation of the company. |

The experience you must have

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| Essential | | Experience in the management of programmes in areas of education, community, sport, health, leisure and / or recreation industry, that clearly demonstrates the ability to lead and develop programmes and projects from conception to implementation. |
| Desirable | E | Experience of effective management of people. You need to be able to demonstrate the ability to use initiative, lead the team, make independent decisions and manage a budget. |
| | E | Organisational awareness and knowledge of internal and external drivers. |
| | E | Vision, motivation, enthusiasm and ability to work with diverse groups of people. |
| | E | Excellent time management skills with the ability to prioritise and adapt to rapidly changing situations. |
| | E | Excellent communication, liaison and interpersonal skills. Confident in dealing with conflict and in key stakeholders from all areas in the community. |
| | E | Good customer service skills. |
| | E | Organisational awareness and knowledge of internal and external drivers. |
| | E | Ability to sustain a high level of productivity and ability to lead teams effectively when under pressure. |
| | D | Experience of partnership working with the appropriate agencies involved in the delivery of active travel, health, physical activity and sporting opportunities. |
| | D | Experience of in the management / delivery of active travel, health, physical activity or sporting opportunities. |
| | D | Knowledge, understanding and ability to demonstrate safe working practices and the health and safety requirements in the delivery of physical activity programmes for adults. |
| | D | Knowledge of adult safeguarding policies and procedures. |
| | D | Good understanding of IT systems and processes. |

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- D** Experience of managing volunteers.

The qualifications you must have or be prepared to work towards

Essential **E** Qualification in relevant discipline or be able to demonstrate equivalent knowledge through your professional development.

Desirable

D Professional qualification/accreditations related to physical activity, health or project management,

E Demonstrate a progressive personal development programme of qualifications/training relevant to your career.

D Formal qualification in leadership or management or be able to demonstrate competency,

E Formal qualification in MS Office or able to demonstrate competency,