

Job Description: Sport Development Officer

Job Title:	Sport Development Officer
Department:	Sport Development
Reporting to:	Head of Clubs and Membership
Direct reports:	None
Location:	Home Based with travel across designated geography

Our values

We have developed a set of values to guide how we operate. As one archery community:

- We value people for who they are and what they do
- We choose to work and learn together
- We strive for excellence
- We always act with integrity

Job purpose

The Sport Development Officer is member of Archery GB's Sport Development Team accountable for delivering agreed projects and initiatives to support an increase in the number of people taking up archery across a defined geography. The Sport Development Officer will contribute to the organisation's vision of enriching lives through archery, and the successful achievement of Archery GB's strategic ambitions, which are:

- Membership Structure
- Empowering Workforce
- Diversity Throughout
- Archer Recruitment
- Digital First
- Pathway & Podium

Key responsibilities

1. To develop local plans of delivery to support clubs to gain and retain archers
2. To influence change and promote good practice within clubs and partners at local, county, and regional levels.
3. To work collaboratively with local partners to develop, promote and enhance archery

This will be accomplished by working with a range of stakeholders from clubs, facility providers, to funders and other partners at national, regional, county, and local level.

Key Activities

- Raise the profile of archery and be an advocate for the sport across the area.
- Engage with regular local partner meetings representing Archery GB, as well as facilitating two-way dialogue from local partners to Archery GB.
- Consult and work with the volunteer workforce, supporting their needs, and fostering a development culture within the archery network.
- Form effective relationships with stakeholders, such as active partnerships, local authorities, and other suitable partners so that they contribute to our development objectives.
- Assist and support clubs in organising activities to develop, improve, and grow by linking strategic goals to grassroots efforts.
- With the Head of Clubs and Membership, provide advice and guidance to successfully deliver projects and programmes aimed at increasing and retaining members.
- Spearhead national projects as lead officer as prescribed by the Heads of service and/or Director of Sport Development; and work as part of the team on cross-team development activities coordinating activity across the designated area.
- Ensure projects are completed on time and within budget, regularly reporting progress to the Delivery Lead. Evaluate program outcomes to build on good practices and minimise poor ones.
- Undertake appropriate training and development opportunities.

Key relationships

The Sport Development Officer will work across the designated area coordinating the delivery of targeted and appropriate projects.

The key relationships will include:

- Volunteers, archers and clubs
- Sport Development Team colleagues
- Archery GB colleagues including Business Operations & Governance
- External organisations and partners as clubs, facility providers, Active Partnerships

Key measures

- Archer recruitment and retention
- Member satisfaction data
- Project delivery – milestones and deliverables

Flexibility clause

This role is home based with travel within specified region. The job holder will be expected to attend meetings at Lilleshall, Shropshire at least 4 times a year.

The job holder is required to be flexible in their duties and may be required to undertake other duties and responsibilities as specified by Archery GB.

Variation Clause

This is a description of the job as it currently applies. This will be reviewed, in conjunction with the post holder, and updated or varied as appropriate. It is the practice of Archery GB to periodically review job descriptions, to update them and to ensure that they remain relevant to how the job is to be performed.

Last reviewed: March 2025

Person specification

	Essential	Desirable
Qualifications & Training	<ul style="list-style-type: none"> • Suitable qualification in Sport/Physical Activity or equivalent • Full clean driving licence 	<ul style="list-style-type: none"> • Educated to degree or equivalent level • Recognised national governing body qualifications
Knowledge	<ul style="list-style-type: none"> • Knowledge of sport and sports policy in the UK • Knowledge of sports development in the community • Understanding of the wider agenda for sport 	<ul style="list-style-type: none"> • Knowledge of archery structures in the UK • Knowledge of health and safety regulations
Experience	<ul style="list-style-type: none"> • Experience of working in a volunteer and sports club environment • Experience within partnership working, with an understanding of all working sectors, including the voluntary sector • Experience of event planning and event delivery 	<ul style="list-style-type: none"> • Experience of archery as a coach or archer • Experience and track record in sports development/coaching • Experience of working with partners e.g. Active Partnerships and local authority sport development departments
Skills & Abilities	<ul style="list-style-type: none"> • Ability to form effective relationships with volunteers and shape their behaviour • Ability to work independently as well as part of a team • Good communication & organisational skills and the ability to manage a varied workload 	<ul style="list-style-type: none"> • Ability to plan and work strategically