

Job Title: Physical Activity and Inclusion Manager

Unit/School: Cardiff Met Sport

Grade: 6 A/B

HERA: CMETS80

Core purpose of role

The Physical Activity and Inclusion Manager will work in our Physical Activity & Health team and will be responsible for the placed-base physical activity programme across the city. They will work with a wide range of stakeholders and partners across a variety of sectors to agree approaches, build relationships and co-design activities to maximise engagement of communities in physical activity. You will be experienced in community engagement with a proven track record of enabling change and leading sport or physical activity interventions to positively influence the system to bring about behaviour change. You will be responsible for managing the Physical Activity & Inclusion team and budget to ensure a coherent model of delivery is in place.

Key responsibilities and contributions

- As a Leader within Cardiff Met you will provide direction, enable action and encourage decision making in others. You will use the strengths of our people and support flexible working and the wellbeing of your team. You will have regular collaborative one to ones and role model our values.
- Manage the Physical Activity & Inclusion place-based programme including management & development of the Physical Activity & Inclusion team, ensuring they deliver a high level of customer experience, working to agreed outcomes & deadlines.
- Embed sustainable physical activity programmes into identified communities across Cardiff that experience the greatest inequalities. Increasing engagement of Cardiff residents within inclusive & sustainable physical activity programmes.
- Building on the place-based approach of the Move More Strategy, identify & build relevant partnerships and networks from within specific local communities to ensure a collaborative approach to physical activity and sport for development programmes.
- Strategically develop partnerships and grow the network of stakeholders to build a programme of activities that contribute towards the prevention of crime and youth annoyance / anti-social behaviour.

- To collaborate with internal partners at Cardiff Met Sport and CSSHS to promote opportunities for engagement across all Met Sport programmes whilst utilising student placements.
- Responsible for the financial planning & management of all associated income and expenditure budgets. Producing regular reports for the Head of Sport & Physical Activity on performance against targets.
- Set & agree annual performance objectives for the team and ensure effective reviews are completed through a supportive yet challenging approach.
- Identify & deliver ongoing training, mentoring & support to team members to ensure they avail of industry best practice.
- To carry out any other duties as appropriate in line with the grade of the role that may be requested by the Head of Physical Activity & Health
- Act as a brand champion for the university by living our values and behaviours, and ensuring our work and approach is consistent with our values and best practice.

Person specification

Essential qualifications / Professional memberships

- Ability to demonstrate the competencies required to undertake the duties associated with this level of post having acquired the necessary professional knowledge and management skills in a similar or number of different specialist roles.
- Ordinary/ Honors Degree or equivalent with a broad range of professional experience in a leadership role(s).

Essential experience, knowledge and skills

1. Experience of managing teams and developing the workforce within sport and /or community development
2. Knowledge of applying for and monitoring grant funding applications or sponsorship opportunities.
3. Experience of successfully leading and motivating others, developing people and fostering engagement.
4. Experience of engaging with young people to co-design activities and programmes to increase engagement.
5. Knowledge of systems thinking and how to identify levers to create sustainable change.
6. Experience of collaborating with a diverse range of partners across sectors to work towards similar objectives.
7. Knowledge of health and safety considerations when working in community settings.

Desirable

8. Knowledge of equality, diversity and inclusion considerations when implementing programmes and managing people.
9. Experience of working a HE institution

Welsh skill requirements

Welsh is essential to our students and staff and is a key part of our provision and services. For every position at Cardiff Met, proficiency in Welsh language is either essential or desirable. You can find information about the levels by viewing our booklet: [Welsh language skills levels](#). If a skill is listed as essential in the table below, please ensure you demonstrate this in your online application form.

Language level and general descriptor	Listening	Reading	Speaking	Writing
A1 – Beginner Can understand and use familiar everyday expressions and very basic phrases in Welsh.	Desirable	Desirable	Desirable	Desirable
A2 - Basic user Can deal with simple, straightforward information and communicate in basic Welsh.				
B1 - Intermediate user Can communicate, to a limited level, in Welsh about things that are familiar and/or work related.				
B2 - Upper intermediate user Can express myself in Welsh on a range of topics and understand most of a conversation with a native speaker.				
C1 - Fluent user Can communicate fluently in Welsh.				
C2 - Master user Can communicate fluently on complex and specialist matters in Welsh.				



Disclosure & Barring Service requirements

This post requires an enhanced DBS check.

Supporting information

The University is a dynamic organisation and changes may be required from time to time. This job description and person specification is not intended to be exhaustive.

The University is committed to the highest ethical and professional standards of conduct. Therefore, all employees are expected to have due regard for the impact of their personal behaviour and conduct on the University, students, colleagues, business stakeholders and our community. Each employee must demonstrate adherence to our Code of Professional Conduct. In addition, all employees should have particular regard for their responsibilities under Cardiff Metropolitan University's policies and procedures.