



JOB DESCRIPTION

Job Title	Senior Operations Manager
Line Manager	Chief Executive Officer
Salary Grade	£35,000 - £38,000
Duration of Contract	Permanent
Hours of work	Full time, 37.5 hours per week and may include some evening and weekend work
Main Purpose of Job:	
<p>Our vision is to use physical activity and sport to develop healthier and happier people and communities in Somerset. We do this through inspiring and enabling positive life choices through sport and physical activity by:</p> <ul style="list-style-type: none"> • Providing accessible opportunities locally for all ages and abilities. • Supporting clubs, communities, schools and the workforce to embrace physical activity. • Bringing together organisations and partners to plan and create a better environment for change. <p>This new post is designed to work closely with the Chief Executive Officer to manage and measure the impact of the SASP strategy and to provide guidance and advice on evaluating the effectiveness of SASP interventions. This role will help influence the systems and organisations in our county through the analysis of data from local and national sources (including SASP data) coupled with insight to ensure best value is made of ours and others investment in physical activity across the county with the ultimate aim of making it easier and more attractive for individuals to be active. The post holder will therefore be responsible for:</p> <ul style="list-style-type: none"> • Leading on refreshing the multi-agency strategy for physical activity within Somerset. • Developing policy and practice related to SASP impact measurement and improvement systems and contributing to SASPs strategic vision to decrease inactivity amongst many of our vulnerable populations and communities. • Leading on producing insight and data resources to influence investment decisions. • Leading on the SASP Improvement agenda to include governance and the Sport England performance management and improvement framework assessments and business systems to create efficiencies within the organisation. • Leading on the Active Environment agenda around active travel and facility development. • Management and improvement of our income generation through The Beach Gym, swim schools and other areas. • Line management of the county council seconded physical activity team. • Support internal policy and process related to human resource issues. • Contribute to fundraising and robust financial management. 	

Main responsibilities and duties:

- Plans, devises and contributes to the implementation of the Somerset physical activity strategy, Move, Play and Achieve with particular reference to impact measurement.
- Leads the performance measurement across the organisation and to the Board to ensure clear decisions around investment can be made.
- Leads the improvement planning work across the organisation to improve performance and effectiveness of all programmes and ensure quality assurance is in place.
- Ensures the effective and efficient governance procedures within SASP.
- Creates, establishes and maintains partnerships / links with key partner organisations in Somerset to reduce inactivity with reference to Active Travel e.g. planning, public health, sports centre operators, local authorities etc.
- Leads the equality agenda and Diversity Action Plan.
- Manages key business development opportunities within SASP including the seconded public health team, the Beach Gym in partnership with the YMCA Dulverton Group and SASP swim schools.
- Seeks external contracts / commissions from both inside and outside normal working areas and develops income streams through these commissions.
- Assists SASP in various other projects as directed by the CEO.
- As funding for projects changes it is expected that the post holder will project manage a number of different work strands as directed by their line manager.

This job description will be reviewed every two years