



HQ ASCB JOB DESCRIPTION

Title: HQ ASCB Ops Offr (formerly ACOS) Grade: Equates to C2 Civil Servant

Employer: Army Sport Control Board (ASCB)

Reports to: COS ASCB

Location: ASCB, Fox Lines, Aldershot, Hants, GU11 2LB

Job Purpose Summary:

The Ops Offr will be the assistant and deputy to the COS HQ ASCB. The Ops Offr's primary responsibility is to act as the focal point for those sports who have a volunteer secretary and who are thus not based in HQ ASCB. This will involve regular contact with the volunteer Secretaries and advising on a range of topics such as funding, governance and assurance. In addition, they are the ASCB's staff lead for the authorisation of Overseas Sports Visits and the staff lead for the management of Statement of Training Requirement for Army Sports Officials and Coaches. They manage and direct the Asst Ops Offr who is responsible for the delivery of Media and Comms for ASCB. The Ops Offr links in to RC to ensure that civil engagement opportunities through sport are exploited and captured on a database. Ops Offr will be information security officer for ASCB and will be required to analyse 6 monthly sports data capture exercises prior to ASCB Management Boards.

Key Duties and Responsibilities. The HQ ASCB Ops Offr:

- Will assist and deputise for the COS HQ ASCB.
- Act as the focal point for those sports who have a volunteer secretary and are thus not based in HQ ASCB. This will require frequent personal engagement and constant passage of information to external sports secretaries, being their point of contact for questions or concerns and advising them on delivery policy, assurance and governance.
- Will give advice and guidance to non-ASCB based sports on ASCB process and procedures, to include applications for funding, eg. Annual Grants, Sports Equipment Public Funding Grants, Charitable Fund Grants, Army Sports Lottery and Berlin Infantry Bridge Memorial Trust Fund.
- Will give guidance and advice on the delivery and development of sport to include governance mechanism, committee structures, fixtures and forecast of events, travel at public expense and Defence Instructions and Notices (DINS).

- Is the staff lead for all sport policy matters that are delivered by the COS; they will therefore be required to staff amendments to JSP 660 – Sport in the UK Armed Forces, AGAI Volume 1, Chapter 5 – Sport in the Army and all Army Command Stand Orders and DINs that are either moderated by or have input from HQ ASCB.
- Is responsible for the security of information in the ASCB.
- Will work with the ASCB Assurance & Safety Offr whose role it is to lead on the delivery of assurance and sport safety policy through advisory visits.
- Is to attend non-ASCB based sport AGM.
- Will authorise all overseas visits.
- Manages and directs the Asst Ops Offr who has responsibility for the delivery of Media and Comms for ASCB.

The Ops Offr sits on the following committees:

- As a member of the quarterly ASCB Steering Committee.
- As Secretary of Corps Sports Meeting.
- As member of ASCB Annual Conference.
- HQ RC Community Engagement Working Group.

The Ops Offr is Line Manager to the Asst Ops Offr, the Media & Comms Offr and the Asst Media Officer (photographer)

(The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform mutually agreed job-related tasks other than those specifically presented in this description)

Job Requirements: (Educational qualifications, knowledge, skills and abilities)

The applicant should ideally be a retired Army Officer of minimum Maj rank or civilian equivalent. The post requires a sound knowledge of Army Practices and Procedures. The individual will have command experience and be able to demonstrate strong leadership, management and communication skills, together with a blend of sound judgement, tact and diplomacy. The post requires a team builder and motivator with proven experience of delivering/organising sport. Experience of public accounts, charitable law and non-public investment is desirable. Some travel and anti-social hours will be necessary.

Approved: Maj Gen Burley

Date: Sep 19