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## Job Description for Trust Sports Development Officer

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<b>Responsible to:</b>	Director of Sport (Pontefract)/Director of Quality and Education (Trust)
<b>Based at:</b>	Pontefract (2 Days) and Trust Responsibility for all schools and colleges within the Trust (3 Days)
<b>Paid on:</b>	Band G (£24,100-£26,264) 40-week contract Flexible working hours will be required.

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### OVERALL PURPOSE OF THE POST

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To develop our student's skills and increase engagement in sport and physical activity.

Set up and run programmes of competitive and enrichment sports activities to enhance the student experience and break down barriers to participation and ensure inclusivity.

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### MAIN DUTIES

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#### Pontefract

It is envisaged that the successful applicant will spend around two days at Pontefract, where they will:

- Be responsible for setting up and running both the Competitive and Enrichment sports programmes at New College Pontefract
- Liaise with external colleges and sixth forms and other agencies/partners regarding fixtures including arranging transport and officials.
- Liaise and co-ordinate with casual sports coaches regarding training sessions.
- Liaise and co-ordinate with staff who may wish to voluntarily support the Competitive and Enrichment Sports Programme.
- Form positive relationships with students that promote the enjoyment of the Competitive and Enrichment Sports Programme and are in line with the aims and policies of the trust.
- Monitor and evaluate the delivery and participation of the Competitive and Enrichment Sports Programme with the intention of improving the student experience and participation rates and ensuring inclusivity.
- Work closely with the relevant college staff to take responsibility for the co-ordination and administration of competitive and enrichment sports activities within the college (staffing, facilities, resources, first aid, risk assessment, etc).
- Ensure sustainability of the Programme throughout the year.
- Through successful marketing, publicise and raise the status of competitive sports and sports enrichment, which may include representation at College events such as Open Evenings and Induction.
- Liaising with the line manager, monitor the budget for the Programme, within the requirements of financial regulations and asset management of associated equipment.

- Undertake any necessary training as directed by line manager to maintain and update skills, knowledge and qualifications.
- Maintain appropriate administration records.
- To report to senior management on the Programme as appropriate.

## Trust

It is envisaged that the successful applicant will spend around three days supporting other Colleges/Schools in the Trust and establishing the Trust as a leader in sporting excellence. During this time, they should liaise with the relevant Head of School.

- Representing the Trust at external Sporting Professional Body meetings e.g. AOC; Yorkshire Sports; County Sports Associations; Community organisations; Turin; NCB's; National Association for PE; voluntary sector etc.
- Support the development of enrichment programmes which overcome social barriers to participation and encourage students to engage in sporting and physical exercise to promote health and well-being.
- To support the teacher responsible for the TASS programme in organising visiting speakers and or trips/visits for relevant students
- Promote and publicise sporting activities, attainments and achievements, internally and externally, via a range of promotional media and organisations.
- Support the delivery of PE and Sports courses across the Trust. For example:
  - *Complete weekly Inventory checks on equipment and weekly checks on facilities to ensure external coaches have the right equipment/facilities at their disposal.*
  - *Be responsible for the co-ordination of team photos at the start of the academic year.*
- Be an advocate for Sports Development across the Trust.
- Provide CPD across the Trust for sports co-ordinators/volunteer coaches etc. to ensure they act in an appropriate manner at all times and are suitably trained for the roles they are undertaking.
- Work with PE staff to identify talented students for a range of sports to ensure high representation at regional and national championships.
- Identify and support applications for external funding opportunities and grants related to Sports Development.
- Organise inter-Trust leagues, cups and competitions including Varsity.
- To support the teacher responsible for Sports Leaders in organising events with partner primary and secondary schools
- Organise inter-Trust staff sports fixtures/competitions as part of the overarching Trust wellbeing plan.
- Co-ordinate Trust/College residential sports trips e.g. TURIN, Skiing trips, Malta etc.

It is envisaged this job will entail travel between the Schools and Colleges in the Trust as well as when visiting external organisations, meetings, competitions, away fixtures etc. Travel expenses will be paid and time can be taken back in lieu.

The job will in the main be term-time only but where trips/visits are run in holiday periods there is an expectation that the post holder will attend and adjust their days accordingly.

This job description is subject to amendment, from time to time, within the terms of your conditions of employment, but only to the extent consistent with the needs of the college/trust, and only after consultation with you.

**All staff and senior post holders have a duty for safeguarding and promoting the welfare of young people. Staff must be aware of the college procedures for raising concerns about students' welfare and must report any concern to the designated officers without delay. Staff must also ensure that they attend the appropriate level of safeguarding training identified by the college as relevant to their role.**

**The post holder's duties must at all times be carried out in compliance with the trust's Equality and Diversity Policy, and the post holder must take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the trust's responsibilities under the Health and Safety Act.**

**All staff are expected to support the achievement of the trust/college's mission and strategic objectives and to demonstrate its values through their behaviour.**

## Person Specification for Trust Sports Development Officer

*There will be various opportunities for you to demonstrate you have the necessary attributes for this role such as through completion of the application form, at interview, during any tasks and through your provided references.*

ATTRIBUTES	ESSENTIAL	DESIREABLE
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working within the sporting community as a participant or leader.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of being involved in student-led sporting activities.</li> <li>• Experience of setting up fixtures and officials.</li> <li>• Experience of developing sporting programmes.</li> </ul>
<b>Education and Training</b>	<ul style="list-style-type: none"> <li>• Current relevant first aid qualification – or a willingness to undertake.</li> <li>• Level 4 qualification or equivalent work experience in this field.</li> <li>• Driving licence.</li> </ul>	<ul style="list-style-type: none"> <li>• Sports development degree.</li> <li>• Evidence of ongoing Professional Development.</li> <li>• MIDAS qualification – or willingness to undertake.</li> </ul>
<b>Special Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Be an active practitioner in a range of sporting activities.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of safeguarding practices.</li> <li>• Social media skills.</li> </ul>
<b>Personal Skills and Qualities</b>	<ul style="list-style-type: none"> <li>• An organised approach to your work and a strong work ethic.</li> <li>• Ability to work independently or as a team, showing initiative.</li> <li>• Ability to meet deadlines, and strong attention to detail.</li> <li>• Ability to build positive relationships with and engage students.</li> <li>• An ability to motivate and inspire others, gaining support for shared goals.</li> <li>• Able and willing to learn new tasks and roles quickly.</li> <li>• Demonstrate high levels of safety awareness and risk management.</li> <li>• Flexible approach to working.</li> <li>• An openness to developing new experiences.</li> </ul>	