



Ashlyns School: Role Description Support Staff

Title of Post	Sports Development Officer
Grade (including allowances)	H6 + Fringe Allowance & benefits
Reporting to	Sports Facilities Manager
Date	January 2019
Time/Hours	37 hours based on weekday, evening and weekend work as required

This role description may be modified to reflect or anticipate changes which are commensurate with the salary and role title. This role description will be reviewed as required.

Personal and Professional Standards

- Committed to safeguarding and promoting the welfare of children and young people
- Support the clearly defined aims and ethos.
- Set a good example in terms of professional dress and appearance, punctuality and attendance
- As a consequence of the performance review cycle for support staff, take responsibility for personal development making full use of the school's professional development opportunities and training.
- Form positive relationships within the school and community
- Work collaboratively and in good humour with other colleagues as appropriate or when directed
- Be aware and comply with all relevant policies and procedures within the school, particularly those relating to child protection, equality, health and safety, bullying and behaviour and confidentiality. It is the duty of all colleagues to report breaches of school policies or procedures to the Headteacher or other senior colleague.

Core Purpose of the Role

Reporting to the School's Sports Facilities Manager, the core purpose of this customer facing role is to coordinate all aspects of the commercial sports facilities and increase participation in all sporting areas.

- To work closely with the Partner Club to promote, implement and evaluate the Football Development Programme associated with our 3rd Generation Artificial Grass Pitch
- To support the values and aims of the school and those outlined in the Football Partnership Agreement
- To maximise the sustainable use of the school's sports facilities out of school hours by engaging with our Partner clubs, local clubs, other school sport partnerships, charities, youth and adult agencies and commercial organisations, in order to increase sport participation and maximise revenue income.
- To act as Duty Manager for the whole school site as required focusing on the Sports Facilities
- To develop awareness and participation in a wide range of sports and use of the grounds and facilities at Ashlyns School
- To create and nurture an environment that promotes health, sport & wellbeing as well as

- supporting activities across the whole school site
- Be a key co-ordinator and link between various support teams including Premises, Sports Facilities, IT, Admin and Finance

Duties Specific to the Post Holder

Football Development

- To further drive, develop and implement the Football Development Plan within the school and wider community.
- To play an active role in Football Development, engaging with the partner club in the delivery of the agreed programme of use and work closely with the partner club to support their long term aims and objectives
- Report to the facility steering group progress against the facility objectives of the facility application (combined objectives between the club and school)
- To assist the Sports Facilities Manager and the club in reporting progress of the plan and the key performance indicators to the Football Foundation by fulfilling the annual Football Foundation monitoring and evaluation requirements
- To develop, with the Football Foundation and other partners, a balanced programme of training and education, social inclusion and disability access, coaching and summer holiday schemes to supplement the general football activities.
- Liaise with the Hertfordshire Football Association in relation to Coach & Referee Education course bookings and requirements
- To engage and consult with local groups and communities in order to increase participation rates
- To support the development of football in partnership with relevant agencies
- Through your actions, to promote equality, social inclusion and the FA's Respect programme

Sports Development

- To produce written reports on the use of the 3G pitch and other football & sporting facilities for key stakeholders in the programme
- To work with the Sports Facilities Manager and the Senior Finance & Operations Manager (SFOM) to produce annual income and expenditure plans for all sports facilities. To monitor performance against those plans, providing appropriate information for termly reports on the budget
- To work with partner clubs, sports organisations and local groups to produce a programme for the use of the facilities, management plan, work programme and to agree key performance indicators
- To oversee the booking system for all Sports Facilities and be proactive in communicating bookings/events to all relative parties i.e. Aspire2Fitness Team, Lettings Officer, Premises Team, Finance Team

- To oversee the operation of the school's sports facilities on a daily basis, to liaise with the Premises Manager, reporting on any maintenance where appropriate and to oversee an appropriate maintenance programme and the upkeep of related equipment and resources
- To support partner clubs and community groups with regard to developing their income through bids to sporting groups and charitable organisations
- To raise the profile of the sports facilities at the school amongst local football, non-traditional football groups and other sporting organisations
- To work with the Sports Facilities Manager to produce and update marketing materials including the websites, social media and to develop implement marketing ideas and programmes
- To work closely with the Sports Facilities Manager and Aspire2Fitness Team to contribute to the smooth running of the gym i.e. supporting administration of and covering shifts as necessary
- To oversee and assist with general upkeep and management of all school facilities related to the delivery of sport and well being

Outcomes

- Clear evidence of maximising usage of the 3G facility, sports hall, gym, pump track and other sports facilities
- Implementation of the Football development plan evidenced through annual report to Herts FA & The Football Foundation
- Developing and enhancing links with the partner football club, dojo partner club and the wider community
- Developing and enhancing relationships with all users of Ashlyns Sports Facilities
- Ensure the smooth running of the sports facilities in relation with other events within the school and on school grounds

Person Specification

Knowledge, Skills and Personal Attributes

- Adherence to the core vision and values of the school and those set out in the football partnership agreement
- Understand the Safeguarding requirements in relation to the partner club and facility
- High professional standards
- Flexible approach by all staff is important in order to meet the varied needs of students, staff and all stakeholders
- Excellent administrator with very good written and oral communication skills
- Proven customer care skills
- Able to develop and manage projects
- Being an effective member of the support team and the team you work within
- Personal integrity in terms of confidentiality and discretion
- Positive attitudes to change and continuous improvement
- Leading by example
- Ability to motivate and empower others
- Well organised with clear evidence of good time management
- Ability to work effectively with a wide range of staff, students and external people
- Student first approach to enhancing and delivering football and sports development

- Commitment to own professional development
- Self-motivated, able to work under own initiative
- Well presented with cheerful disposition

Professional Experience, Skills and Commitment

Essential:-

- Experience of Sports/Football Development
- Ability to work strategically with partner organisations to deliver Football Development objectives
- Experience of working in a leisure and/or Sports development role
- Developing goal setting/strategic delivery plans
- Monitoring and evaluation
- Demonstration of equality in action
- Competent IT skills – Microsoft Office, internet, Google
- Project management skills
- Budget management skills
- Report writing
- Communication skills, both written and oral
- Excellent listening skills
- Good interpersonal skills
- Driving licence

Desirable:-

- Previous Sales & Marketing experience
- Knowledge of the structure and organisations within football both Nationally and within CFA locality
- NGB recognised coaching qualifications
- Personal Training Level 3
- Knowledge of partner organisations within the CFA locality
- Knowledge of Health & Safety
- First Aid at Work Certificate