

# STEVENAGE SPORTING FUTURES TEAM - JOB DESCRIPTION

## SCHOOL DELIVERY AND COMPETITION ASSISTANT



<b>Job Title</b>	School Delivery and Competition Assistant
<b>Grade:</b>	SSFT S4.14
<b>Hours:</b>	37.5 hours per week, Term time only
<b>Responsible to:</b>	Executive Partnership Manager, through TBC

### **Main purpose of job:**

To work alongside the core staffing team to assist in the smooth day to day running of competitions, events and school delivery – delivering projects within partnership primary schools, inspiring young people to be physically active for life through positive experiences of daily activity and competition. Dependent upon the successful candidate, there could be the opportunity to lead on a project.

### **Main areas of responsibility:**

- To work alongside the core team including the School Games and Partnership Project Lead to deliver the Stevenage Sporting Futures Team events and programmes within the host site, partnership primary and secondary schools, under the supervision of school staff.
- To assist the Community and Secondary Engagement Coach to drive the engagement of Secondary pupils in the School Games including the opportunity to engage with pupils at transitional points in Years 7&8
- To work alongside the Competition Lead to plan and deliver Stevenage Sporting Futures Team and local School Games events, competitions and festivals.
- There could be the opportunity to work alongside the School Games and Partnership Project Lead to plan a project which meets the vision and mission of the Stevenage Sporting Futures Team.
- To work alongside the Head of Partnership to monitor attendance, feedback from parents and participants and anything else meaningful to ensure a full and comprehensive evaluation of projects can be undertaken during and post-delivery. This includes any additional reporting required for external funding partners.
- To liaise with schools, community partners and participants to book in relevant sessions where required and deliver appropriate sessions during curriculum time.
- To work alongside the Head of Partnership to ensure that performance standards and targets are set for all programmes, that systems are in place for monitoring them and that reporting systems are in place to ensure relevant bodies can use this information to maintain continuous improvement and strive to deliver above target performance.
- Control and input into Stevenage Sporting Futures Team social media streams.

### **GDPR and Data Protection:**

- To ensure all data is collected and held in a manner which upholds the GDPR and Data Protection Act regulations. To keep social media and website means current and compliant with GDPR and safeguarding regulations throughout. Ensure compliance to the organisation's Code of Conduct in the delivery and provision of services to staff and the community.

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## Person Specification

- Effective communication (written and oral) and good interpersonal and leadership skills
- Interest, understanding and experience of education and schools sports
- Previous experience of working within a school environment desirable but not essential
- Excellent organisational skills, including the ability to prioritise and allocate work to meet deadlines
- A flexible and adaptable approach to working in a very busy environment
- Excellent IT skills including working knowledge of Microsoft and Google programmes
- Ability to work with minimal supervision under pressure and as part of a team
- First Aid qualification or willingness to train
- Sports or Leisure related qualifications, including coaching qualifications desired but not essential
- Full driving licence
- DBS and meet all of the criteria of the Children Act 1989 and 2004
- The ability to maintain confidentiality
- Occasional working outside of contracted hours may be required

## Additional Information

This is a key role within the organisation which is likely to involve access to highly confidential information and will require working with students across the partnership's schools as required.

Expected "standards" to be reached and maintained are clearly defined within the organisation's Staff Training and Development Policy and should be referred to regularly for further clarification and specific detail.

All staff are expected to comply with the organisation's safeguarding policy.

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure Barring Service as part of Stevenage Sporting Futures Team's pre-employment checks.

This job description sets out the duties of the post at the time it is drawn up; it will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the organisation in relation to the post holder's professional responsibilities and duties.

The Executive Partnership Manager and Head of Partnership may vary the duties from time to time without changing their general character or the level of responsibility entailed.

Signed (member of staff)	Signed (Executive Partnership Manager)
Date	Date