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## **JOB DESCRIPTION**

### **School Games Organiser/School Sport Development Officer**

**Salary Scale: £21748**

**Responsible to: School Sports Manager**

#### **Overall Objectives of the Post**

To liaise effectively with all schools in South Tyneside to drive participation in the School Games programme and wider South Tyneside School Sport Network (STSSN) initiatives. Promoting the associated benefits in line with nationally set Key Performance Indicators.

To develop and provide high quality school sport and physical activity opportunities for young people aged between 4-18yrs old within South Tyneside.

Sustaining and increasing young people's commitment to an active lifestyle, in and out of school.

Broadening the range of participation opportunities through workforce development and cross curricular opportunities

#### **Key Tasks of Post:**

- Work alongside the School Sport Manager to engage with all schools in South Tyneside in both the School Games and wider School Sport initiatives.
- Work alongside the School Sport Manager to plan, implement and deliver an annual events calendar that fulfils both local, regional and national needs. Aligned with community club pathways and National Governing Body (NGB) priorities.
- Ensure opportunities are provided for those most negatively affected by the Covid-19 pandemic through the development of "Reframing Competition" opportunities for young people and specific inclusive interventions for those with disabilities.
- To encourage participation of teachers, associate staff, parents, volunteers and young leaders, required to activate the School Games at all levels.
- Develop effective relationships with schools and their key staff (Primary PE Co-ordinators and Secondary PE teachers) to successfully deliver the aims of the School Games and STSSN.
- Actively promote the benefits of the 60 active minutes agenda.
- To provide high quality training opportunities for young people to become effective sports leaders / ambassadors.
- To administer an effective in-school coaching programme to underpin the aims of STSSN and the School Games.
- Administer a high quality programme of continuous professional development (CPD) for school based staff.
- Work with a number of key stakeholders (Active Partnerships / National Governing Bodies) to provide a clear pathway for young people to progress beyond school settings to community clubs etc.
- Further develop the online reach of the STSSN through development of current and new social media platforms.
- Complete termly reporting based on national Key Performance Indicators and annual delivery plans.
- To present in front of audiences in varying settings (events, meetings, briefings)
- Any other associated duties as directed by the School Sport Manager



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## PERSON SPECIFICATION

### School Games Organiser/School Sport Development Officer

We shall be looking for applicants who can fulfil the following criteria:

Criteria	Essential	Desirable	How Assessed
Qualifications and Training	<ul style="list-style-type: none"> <li>NVQ3 or equivalent qualification or experience in relevant discipline</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of further professional development</li> <li>Sporting qualification</li> <li>First Aid Certificate</li> </ul>	<ul style="list-style-type: none"> <li>Application Form</li> </ul>
Skills, Knowledge and Aptitudes	<ul style="list-style-type: none"> <li>Experience of working in a sporting environment</li> <li>Experience of using MS applications such as (outlook / excel / word)</li> <li>Experience of working in a team</li> <li>Knowledge of existing national and local landscapes for school sport</li> <li>Ability to use social media for marketing/promotional purposes</li> </ul>	<ul style="list-style-type: none"> <li>Experience of sports delivery in an educational setting</li> <li>Project management experience</li> <li>Current UK Driving Licence</li> <li>Experience of using design platforms such as Canva</li> </ul>	<ul style="list-style-type: none"> <li>Application Form</li> <li>Interview</li> </ul>
Personal qualities	<ul style="list-style-type: none"> <li>Excellent organisation skills</li> <li>Full working knowledge of relevant policies/codes of practice/legislation</li> <li>Ability to prioritise workload and time manage effectively</li> <li>Ability to relate well to children and adults alike from differing backgrounds</li> <li>Ability to present information to a large audience</li> <li>Ability to work in isolation to tight timescales</li> </ul>	<ul style="list-style-type: none"> <li>Experience of writing funding applications to various organisations</li> <li>Ability to organise community learning and extended services</li> <li>Creative thinker with an ability to devise exciting sporting initiatives</li> <li>First Aid knowledge</li> </ul>	<ul style="list-style-type: none"> <li>Application Form</li> <li>Interview</li> <li>References</li> </ul>
Special Requirements	<ul style="list-style-type: none"> <li>Enhanced DBS disclosure</li> </ul>		<ul style="list-style-type: none"> <li>Interview</li> <li>References</li> </ul>